


This document is a sample of the questions included in the 2023 Code self-review attestation form. **It is a sample only.** The below screenshots and commentary show you what information will be asked for during attestation. Unique links to online attestation forms were emailed to TEOs on 18 September 2023.

Under organisation details, you are asked to confirm the details we have on record for your TEO are correct. If anything is incorrect, please make note of these in "other."

2023 Code Self-Review Attestation
(Tertiary)



Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority

For further information about Code self-review and attestation requirements, click [here](#).

* Required

Organisation details

1

Tertiary Education Organisation (TEO) name: Roy's PTE *

Please confirm the information displayed above is correct by selecting "Yes". If the information is not correct, please enter the correct details in the box marked "Other".

Yes

Other

2

MoE number: 15000 *

Please confirm the information displayed above is correct by selecting "Yes". If the information is not correct, please enter the correct details in the box marked "Other".

Yes

Other

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* Required

Contact details

This attestation is to be completed and signed by the CE or Chair of the Governing Board or their delegate. Please confirm these details are correct by selecting "No changes."

If this authority has been delegated, please provide the contact details of the person permitted to complete this attestation in the box titled "Other."

3

Name: Roy R *

No changes

Other

Under contact details, you will confirm the contact details of the person authorised to complete the attestation. If the details do not match, you can provide the correct details in "other."

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* Required

Enrolment details (domestic learners)

7

Did you enrol domestic learners in 2023? *

Yes

No

Under this section, you will be asked to provide info on domestic learner enrolments. You will need enrolment numbers for the following section. If you did not enrol domestic learners, select 'no' and move to the next section.

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For further information about Code self-review and attestation requirements, click [here](#).

* Required

Enrolment details (domestic learners)

What is the expected number of domestic learners enrolled between 1 January 2023 to 31 December 2023?

8

Total number of domestic learners *

Enter your answer

9

Total number of domestic learners under 18 years *

Enter your answer

Please provide the total number of enrolled domestic learners for this period. This may be a forecast if you are expecting more enrolments.

This number should be a subset of the above total.

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* Required

Self-review of Code implementation (Outcomes 1-4)

Outcomes 1-4 apply to all tertiary providers enrolling domestic and international tertiary learners. Using the chart below, rate your organisation's stage of implementation for each Code outcome.

In this section you will rate your stage of implementation against Outcomes 1-4. This section applies to all learners. If you did not enrol learners, you will still need to review your policies and practices and provide a rating.

Continuum of implementation for the Code

Early stages of implementation Implementation of the Code has not yet started or requires significant work	Developing implementation Implementation of the Code is underway, yet requires further work	Implemented The Code is implemented	Well-implemented The Code is well-implemented
<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 understanding of Code outcomes and requirements across the organisation 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"> 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 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"> 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 Well-established practices in place to monitor against all Code outcomes and requirements Highly effective reporting processes from self-review

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All tertiary providers must rate their stage of implementation against the following outcomes
 *

Your rating should be evidence-based and supported by your self-review.

	Early stages of implementation	Developing implementation	Implemented	Well-implemented
Outcome 1: A learner wellbeing and safety system	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outcome 2: Learner voice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outcome 3: Safe, inclusive, supportive, and accessible physical and digital learning environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outcome 4: Learners are safe and well	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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For further information about Code self-review and attestation requirements, click [here](#).

* Required

Enrolment details (international learners)

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According to our records you are not a Code Signatory *

Please select 'Yes' if our record is correct. If our record is incorrect, please provide information in 'Other'

Yes

Other

For this question, you will confirm if your signatory status is correct. If not, please note in the "other" box.

12

Did you enrol international learners in 2023? *

Yes

No

Under enrolment details, you are asked to provide info on international learner enrolments. You will need enrolment numbers for the following section. If you did not enrol international learners, select 'no' and move to the next section.

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Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority

For further information about Code self-review and attestation requirements, click [here](#).

* Required

Enrolment details (international learners)

What is the expected number of international learners enrolled between 1 January 2023 to 31 December 2023?

13

Total number of international learners *

Enter your answer

Please provide the total number of enrolled international learners for this period. This can be a forecast if you are expecting more enrolments.

14

Total number of international learners under 18 years *

Enter your answer

This number should be a subset of the above total.

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* Required

Self-review of Code implementation: international tertiary learners (Outcomes 8-12)

Outcomes 8-12 apply to providers enrolling international tertiary learners. Using the chart below, rate your organisation's stage of implementation for each Code outcome.

Continuum of implementation for the Code

Early stages of implementation	Developing implementation	Implemented	Well-implemented
<p>Implementation of the Code has not yet started or requires significant 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 	<p>Implementation of the Code is underway, yet requires further work</p> <ul style="list-style-type: none"> Some understanding of Code outcomes and requirements across the organisation 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 	<p>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 participation) when implementing the Code Relevant practices in place to monitor against all Code outcomes and requirements Effective reporting processes from self-review 	<p>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 Well-established practices in place to monitor against all Code outcomes and requirements Highly effective reporting processes from self-review

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August 2023

In this section you will rate your stage of implementation against Outcomes 8-12 if you are a Code signatory and/or enrolled international learners in 2023. If you did not enrol international learners, you will still need to review your policies and practices and provide a rating.

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Tertiary providers enrolling international learners must rate their stage of implementation against the following outcomes *

Your rating should be evidence-based and supported by your self-review.

	Early stages of implementation	Developing implementation	Implemented	Well-implemented
Outcome 8: Responding to the distinct wellbeing and safety needs of international tertiary learners	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outcome 9: Prospective international tertiary learners are well informed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outcome 10: Offer, enrolment, contracts, insurance and visa	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outcome 11: International learners receive appropriate orientations, information and advice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outcome 12: Safety and appropriate supervision of international tertiary learners	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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* Required

This section is for providers who offer student accommodation as defined under the RTA. See appendix A below for an accommodation checklist.

Self-review of Code implementation: Student Accommodation (Outcomes 5-7)

For the purposes of the Code, student accommodation is defined 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."

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Based on this definition, do you provide student accommodation? *

Yes

No

Appendix A.: Is it likely to be student accommodation under the Residential Tenancies Act 1986?

5B	Exempt student accommodation	Yes (both must be yes to be covered)	No
1(a)	Are the premises used to provide accommodation <u>exclusively</u> for students of one or more tertiary providers?		
1(b)	Are the premises owned or operated by: <ul style="list-style-type: none"> • (a) a tertiary provider, or • (b) by a person who has entered a written agreement with each tertiary provider whose students are accommodated at the premises? 		

*Note: If you answer yes to these requirements, it is likely that you offer student accommodation. If you are unsure, please call us at 0800 697 296 or email us at code.enquiries@nzqa.govt.nz and a member of the team can support you.

17
Please provide the total number of beds available in your student accommodation *

How many beds do you have available in total?

18
Please provide the expected number of residents in your accommodation between 1 January 2023 to 31 December 2023 *

How many residents lived-in with you during this period? This may be a different number than above.

19
Please provide the expected number of international residents in your accommodation between 1 January 2023 to 31 December 2023 *

If you did not enrol international learners, this question will be automatically skipped.

20
Please provide the total number of live-in accommodation staff *

How many, if any, staff live-in your accommodation, providing support to residents?

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For further information about Code self-review and attestation requirements, click [here](#).

In this section you will rate your stage of implementation against Outcomes 5-7 if you offer student accommodation. If you offered accommodation, but did not have residents, you will still need to review and provide a rating.

* Required

Self-review of Code implementation: Student Accommodation (Outcomes 5-7)

Outcomes 5-7 apply to providers offering student accommodation. Using the chart below, organisation's stage of implementation for each Code outcome.

Continuum of implementation for the Code

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Tertiary providers offering student accommodation must rate their stage of implementation against the following outcomes *

Your rating should be evidence-based and supported by your self-review.

	Early stages of implementation	Developing implementation	Implemented	Well-implemented
Outcome 5: A positive, supportive, and inclusive environment in student accommodation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outcome 6: Accommodation, administrative practices and contracts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outcome 7: Student accommodation facilities and services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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* Required

In this section you will rate the stage of implementation of your learner wellbeing and safety practices overall. This rating should reflect your ratings in previous sections and be supported with evidence from your self-review.

Self-review of Code implementation (Overall)

Using the chart below, rate your organisation's overall stage of Code implementation.

Continuum of implementation for the Code

Early stages of implementation	Developing implementation	Implemented	Well-implemented
<p>Implementation of the Code has not yet started or requires significant 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 	<p>Implementation of the Code is underway, yet requires further work</p> <ul style="list-style-type: none"> Some understanding of Code outcomes and requirements across the organisation 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 	<p>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 participation) when implementing the Code Relevant practices in place to monitor against all Code outcomes and requirements Effective reporting processes from self-review 	<p>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 Well-established practices in place to monitor against all Code outcomes and requirements Highly effective reporting processes from self-review

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Rate your organisation's overall stage of Code implementation *

Based on your previous ratings, please rate your organisation's overall stage of Code implementation

	Early stages of implementation	Developing implementation	Implemented	Well-implemented
Overall implementation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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* Required

Confirmation

In accordance with Outcome 1 and clause 89 of the Code, I confirm that:

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A self-review of the organisation's performance against the Code has been undertaken *

Yes

19

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. *

If your self review has not been published, please provide clarification in 'Other'

Yes

Other

20

Please provide a link to the published self-review report *

Enter your answer

21

Any policy and operational changes identified from the self-review have been made and/or are included in an action plan. *

If your answer is 'No', please provide clarification in 'Other'

Yes

Other

In this section you are confirming that your self-review has been completed and the requirements in this section have been met. If you have not completed a self-review or published the self-review report please email code.enquiries@nzqa.govt.nz as soon as possible.

This is where you provide a link to your self-review report.

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* Required

Declaration

By submitting this form, you are attesting that the information provided is correct and you are authorised to provide this attestation to NZQA for the organisation.

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TEO name *

Enter your answer

28

MoE number *

This declaration will be completed by the person designated to submit this attestation. You will need to provide details such as your MOE number (noted earlier on the attestation form).

Once completed, hit submit and you are done. A PDF copy of the self-review attestation will be emailed to you.