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Outcome 19: Student Support, Advice, and Services Policy and Procedures

Otamatea Christian School must ensure that international students are fully informed about relevant advice and services to support their educational outcomes.

28 Process

Otamatea Christian School must—

(a) ensure that information and advice provided by the signatory to international students is accurate, age-appropriate, and up to date.

Procedure:

1. Information provided to international students will be regularly reviewed by the Code Administrator and any changes reported to the Board of Governors. Where students are below 18 years of age and if they have a low English fluency level then the students parents/guardians will be the receivers of such information or advice in conjunction with the student.
2. If a student is over 10 and has reasonable fluency then information and advice will need to be given with the student as an active participant in the process.
3. As changes are made via NZQA these will be implemented by the Director of International Studies and the changes will be made as soon as possible.

(b) provide its international students with information about their legal rights and obligations and, where possible, the possible risks when students receive or accept advice or services; and

(c) provide its international students with information and advice on—

- (i) how to effectively interact with persons from different cultural backgrounds. Including those with Christian Belief Systems, New Zealanders and New Zealand Maori. (International Student Orientation Booklet)
- (ii) the cultural and community support available to them. (International Student Orientation Booklet)
- (iii) how to adjust to a different cultural environment in New Zealand.



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(d) ensure that its international students are provided with information and advice on pathways for further study or career development, where appropriate;

(e) ensure that, where applicable, its international students have access to information and advice on—

(i) minimum wages and labor conditions in New Zealand (International Student Handbook)

(ii) maximum hours of work permitted under visa conditions (International Student Handbook)

This policy will be reviewed annually by Lynette Bell.

Next Reviewed: October, 2022