

# 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 ĀMŪA 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

<b>TEO Name</b>	Mark Chavez			<b>MoE number</b>	7015
<b>Code contact</b>	<b>Name</b>	Mark Chavez		<b>Job title</b>	General Manager
	<b>Email</b>	<a href="mailto:Mark.chavez@pcanz.ac.nz">Mark.chavez@pcanz.ac.nz</a>		<b>Phone number</b>	
<b>Current enrolments</b>	<b>Domestic learners</b>	<b>Total #</b>	16	<b>18 y/o or older</b>	16
				<b>Under 18 y/o</b>	0
	<b>International learners</b>	<b>Total #</b>	0	<b>18 y/o or older</b>	0
				<b>Under 18 y/o</b>	0
<b>Current residents</b>	<b>Domestic learners</b>	<b>Total #</b>	0	<b>18 y/o or older</b>	0
				<b>Under 18 y/o</b>	0
	<b>International learners</b>	<b>Total #</b>	0	<b>18 y/o or older</b>	0
				<b>Under 18 y/o</b>	0
<b>Report author(s)</b>	Mark Chavez				

## 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
<b>Outcome 1:</b> A learner wellbeing and safety system	Early stages
<b>Outcome 2:</b> Learner voice	Early stages

### Wellbeing and safety practices for all tertiary providers

	Rating
<b>Outcome 3:</b> Safe, inclusive, supportive, and accessible physical and digital learning environments	Early stages
<b>Outcome 4:</b> Learners are safe and well	Early stages

## Summary of performance under each outcome

<p><b>Organisational structures to support a whole-of-provider approach to learner wellbeing and safety</b></p>	<p><b>Summary of performance based on gathered information</b> (i.e. how effectively is your organisation doing what it needs to be doing?)</p>
<p><b>Outcome 1:</b> A learner wellbeing and safety system</p>	<p>As a newly registered PTE, Port and Crane Academy of New Zealand (PCANZ) commenced operations in May 2024. We are currently in the early stages of implementing our quality management system, which includes established policies and procedures focused on learner support, wellbeing, and safety.</p>
<p><b>Outcome 2:</b> Learner voice</p>	<p>Our self-rating for outcomes 1 to 4 reflects the early stage of our operations. It is anticipated that we will have much more comprehensive review and self-assessment information once we complete a full year of delivery, allowing all our learner-related policies to be applied in practice.</p>
<p><b>Wellbeing and safety practices for all tertiary providers</b></p>	<p>During this review period, no learner complaints were lodged, nor did any critical incidents occur or reported.</p>
<p><b>Outcome 3:</b> Safe, inclusive, supportive, and accessible physical and digital learning environments</p>	
<p><b>Outcome 4:</b> Learners are safe and well</p>	