

2023 Code Self-Review Attestation (Tertiary)

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



Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority

Organisation details

	Organisation Details	Correct Details
Tertiary Education Organisation (TEO)	National Trade Academy Limited	Yes
MoE number	7402	Yes

Contact details

This attestation is to be completed and signed by the CE or Chair of the Governing Board or their delegate. Please check the contact details below are correct. If you are delegating this authority, please provide the contact details of the person permitted to complete this attestation on your behalf.

	CE	Delegate (if applicable)
Name	Mr Craig Musson	No changes
Job title	Managing Director	No changes
Email	craig@nta.co.nz	No changes
Phone number	Phone	+64 021 770 703

Enrolment details (domestic learners)

Did you enrol domestic learners in 2023?

Domestic learner enrolment	Yes
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What is the expected number of domestic enrolments between 1 January 2023 and 31 December 2023?

Total number of domestic learners	238
Number of domestic learners (under 18 years)	97

Enrolment details (international learners)

According to our records you are a Code signatory.

Code Signatory status response	Yes
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Did you enrol international learners in 2023?

International learner enrolment	Yes
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What is the expected number of international learners enrolled between 1 January 2023 and 31 December 2023?

Total number of international learners	200
Number of international learners (under 18 years)	20

Student Accommodation details

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.”

Based on this definition, do you provide student accommodation?

Student accommodation	Yes
Total number of beds available in your accommodation portfolio	86

What is the expected number of residents in your residential population between 1 January 2023 and 31 December 2023?

Total number of residents	86
Number of international residents	86

What is the total number of live-in accommodation staff?

Total number of live-in accommodation staff	1
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Self-review of implementation of the Code

Using the chart in Appendix 1, rate your organisation's stage of implementation for each Code outcome that applies:

Outcomes 1 – 4 (applies to all tertiary providers)

Outcomes 5 – 7 (applies to all providers with student accommodation)

Outcomes 8 – 12 (applies to all providers enrolling international learners).

Outcomes for all tertiary providers

	Stage
Outcome 1: A learner wellbeing and safety system	Well-implemented
Outcome 2: Learner voice	Well-implemented

Outcome 3: Safe, inclusive, supportive, and accessible physical and digital learning environments	Well-implemented
Outcome 4: Learners are safe and well	Well-implemented

Outcomes for providers offering student accommodation

	Stage
Outcome 5: A positive, supportive and inclusive environment in student accommodation	Well-implemented
Outcome 6: Accommodation, administrative practices, and contracts	Well-implemented
Outcome 7: Student accommodation facilities and services	Well-implemented

Outcomes for providers enrolling international learners

	Stage
Outcome 8: Responding to the distinct wellbeing and safety needs of international tertiary learners	Well-implemented
Outcome 9: Prospective international tertiary learners are well informed	Well-implemented
Outcome 10: Offer, enrolment, contracts, insurance, and visa	Well-implemented
Outcome 11: International learners receive appropriate orientations, information and advice	Well-implemented
Outcome 12: Safety and appropriate supervision of international tertiary learners	Well-implemented

Rate your organisation's overall stage of implementation for the Code.

Based on your ratings listed above, please rate your organisations overall stage of implementation of the Code

Overall implementation	Well-implemented
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Confirmation

In accordance with Outcome 1 and [clause 89](#) of the Code, I confirm that:

Action	Response
A self-review of the organisation's performance against the Code has been undertaken.	Yes
The resulting self-review report, including complaints and critical incidents data, is available in an accessible	Will advise stakeholders it is available for review at the office

format to learners, staff, and the general public, on the organisation's website.	NA
Any policy and operational changes identified from the self-review have been made and/or are included in an action plan.	Yes

Declaration

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

TEO name (legal)	National Trade Academy
MoE number	7402
Name	Craig Musson
Title	Managing Director
Email	craig@nta.co.nz
Phone	+64 021 770 703
Date of completion	2023-10-20

If you have any questions, please contact code.enquiries@nzqa.govt.nz or 0800 697 296.

Appendix 1: Continuum of implementation for the Code

<p>Early stages of implementation 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>Developing implementation 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>Implemented 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>Well-implemented 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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