

**Catholic Theological College  
(CTC)**

**Self-review of the Code of  
Pastoral Care – Sept 2023**



**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 ĀMUA AO!

## Summary of performance under each outcome

### Organisational structures to support a whole-of-provider approach to learner wellbeing and safety

|  | <b>Summary of performance based on gathered information</b> (i.e. how effectively is your organisation doing what it needs to be doing?)   | <b>How do you know?</b> (i.e. note supporting evidence with analysis to make sense of what it means)   |
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| <b>Outcome 1:</b><br>A learner wellbeing and safety system | Students experience a physically safe and mutually supportive learning environment that responds to the needs of all students.   | CTC provides this through a safe campus, interactive teaching through onsite and distance and learning that aims to demonstrate best practice. Evidence of this is in Health and Safety documents, policies on our website, information in the Blackboard SMS (for level 7 students) and the student course reviews at all levels. We gathered evidence from the students' perspective through student and staff pastoral code surveys as well as a most recent post-study outcome survey that showed 87% of our students rated their well-being at 4 or above on a 5-point scale. |
| <b>Outcome 2:</b><br>Learner voice                         | CTC provides this through interactive teaching and learning and channels by which student voices can be heard (Student representation in Board of Studies, Library Committee, Academic Advisory Board). Evidence is in our policies and minutes. | The mana of students is upheld in their learning environment and their voices are heard and integrated in decisions around the planning and provision of student support services. We have gathered evidence from the students' perspective from student's course evaluations, pastoral care surveys, graduate surveys, and post-study outcome survey.   |

### Wellbeing and safety practices for all tertiary providers

|   | <b>Summary of performance based on gathered information</b> (i.e. how effectively is your organisation doing what it needs to be doing?)                                    | <b>How do you know?</b> (i.e. note supporting evidence with analysis to make sense of what it means)   |
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| <b>Outcome 3:</b><br>Safe, inclusive, supportive, and accessible physical and | Students are assisted by CTC through its various support systems to manage their physical and mental health and well-being, so they are able to access support when needed. | CTC provides this through advice during enrolment through the Registrar and Enrolment Committee (for level 7 students). The Librarian is also able to provide all students access to its well-resourced 'Colin Library' with over 60,000 print |

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| digital learning environments                   |  | volumes, 10,000 eBooks, and 850 eJournals available. CTC offers timely information about assessment and progression, and in response to any stated or observed needs, and information during Orientation week and in email, newsletter and arranged meetings both informal, including social and formal. Evidence of this is the enrolment form itself, advice students get, Orientation ppt and email correspondence. Also provides this through realistic timelines, opportunities for students to submit late and/or resubmit work as it suits them and their workplace. Helplines and information in Blackboard SMS for level 7 students and Canvas SMS for level 5 and 6 students. Resources and facilities of Te Kupenga incorporate partnerships with Māori educators and relevant professional development for staff is integrated into staff training opportunities as per the updated Te-Tiriti-o-Waitangi-and-Bicultural-Relationships-policy document. Evidence is gathered from the students' perspective through student pastoral code surveys. When students have suggested improvements, these are acted on to help students more effectively in their student journey. |
| <b>Outcome 4:</b><br>Learners are safe and well | Students are assisted by CTC to transition to their tertiary study, progress and achieve in their studies, and to develop knowledge, skills, and experience to prepare them for further work or study. | CTC assists in achievement, and skill development through opportunities during and after lectures to engage with lecturers who support CTC students to progress. Students have access to English/Academic services. We also gathered evidence from the students' perspective through student and staff pastoral code surveys and looking to develop these further in the coming year.   |

**Additional wellbeing and safety practices for tertiary providers (signatories) enrolling international learners**

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|  | <b>Summary of performance based on gathered information</b> (i.e. how effectively is your organisation doing what it needs to be doing?) | <b>How do you know?</b> (i.e. note supporting evidence with analysis to make sense of what it means) |
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| <p><b>Outcome 8:</b><br/>Responding to the distinct wellbeing and safety needs of international tertiary learners</p> | <p>CTC has its focus for International Students on seminarians from different dioceses who are aspiring to be priests. They are sponsored by them, and we teach the courses required for this to happen.</p> | <p>Courses taught effectively</p>   |
| <p><b>Outcome 9:</b><br/>Prospective international tertiary learners are well informed</p>                            | <p>Through website and through dedicated international pastoral care person. Sponsored students' information up to date.</p>   | <p>This is reviewed at least annually, and through Pastoral Code survey responses. All students are sponsored.</p>  |
| <p><b>Outcome 10:</b><br/>Offer, enrolment, contracts, insurance and visa</p>   | <p>Policies all available in library, on the website and the students know the dedicated international pastoral care person. Students must be IELTS 6.5 academic with 6 in each band</p>                     | <p>Orientation and personal contact with dedicated international pastoral care person and through Pastoral Code survey responses. All International Students have successfully completed the IELTS test with at least 6.5 academic with 6 in each band.</p> |
| <p><b>Outcome 11:</b><br/>International learners receive appropriate orientations, information and advice</p>         | <p>Policies all available in library, on the website and the students know the dedicated international pastoral care person.</p>   | <p>Policies all available in library, on the website and the students know the dedicated pastoral care person.</p>  |
| <p><b>Outcome 12:</b><br/>Safety and appropriate supervision of international tertiary learners</p>                   | <p>Clear policies and guidelines, including for plagiarism and AI etc.</p>   | <p>All students sponsored and feedback provided through Pastoral Code survey responses.</p>   |