

Overview of updates to Policies and Procedures

2022

Following feedback from Centres, ERO and the Ministry of Education the following Policies and Procedures have been updated. Many of these changes are further or amended wording to clarify points, some are minor, and others are more significant.

Please ensure you are using the updated policies and procedures.

Date	No.	Policy or Procedure Update	What was updated
Aug	6	Privacy Policy	Updated and reformatted to reflect legislation changes (Privacy Act 2020), also adding in mention of PTE responsibilities and ākongā/student rights regarding information collected by the PTE, it can only be used for that purpose and not for the wider organisation. On enrolment, ākongā/students are asked to give consent for their award completions to be shared with their centres and regions for licensing purpose – obviously they have the right to say no. <i>Recommend printing whole policy, if keeping hard copy at centre.</i>
Nov 2021	8 & 8.1	Positive Guidance policy & procedure	Policy reviewed and updated to meet current legislation and pedagogy. Table in procedure updated to reflect new position titles. <i>Recommend printing at least the table (last page) of procedure.</i>
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March	9.9.1	Emergency Planning Procedure	no other changes
	9.9.2	Fire and Evacuation Procedure	Item 1 revised – no longer necessary to ring the communications centre prior to non notified fire drills (this section revised to say Notified Fire Drill), added communication centre numbers to assist centres, Item 7c - removed <link> text next to The Building Assistance Register was not actually connecting to the link, Items 8a – added words Notified Fire Drills Only under note by call 111 (only need to call 111 as part of a notified fire drill or a real fire) – attached revised document Item 11a – added for a Notified Fire Drill Item 11c – added for a Notified Fire Drill



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March	9.9.2.1	Fire and Evacuation Sign	same changes as for 9.9.2 and attached revised document
	9.9.3 and 9.9.3.1	Earthquake Procedure and Earthquake Procedure Sign	Item 8c - removed <link> text next to The Building Assistance Register was not actually connecting to the link
	9.9.4 and 9.9.4.1		no other changes
	9.9.5	Emergency drills quick reference record	changed text at top to say emergency drills only once per term with notified drills term 2 & 4 [have left the days then centres can see which day/session drill was done the previous term and do a different one the next term]
	9.9.7	FENZ – Evacuation Report	updated with latest from FENZ website – only change was to the address at the top
	4	Curriculum and Assessment	Slight language changes to reflect change in practice and more inclusive language <i>Recommend printing full policy if centre keeps a hard copy version</i>
	5	Communications and Media	No changes
	14, 14.1 & 14.1.1	Complaint Resolution policy, procedure and sign	Updated to reflect new role titles <i>Recommend printing full policy if centre keeps a hard copy version.</i> <i>Procedure and Sign will need printing for the wall</i>



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