

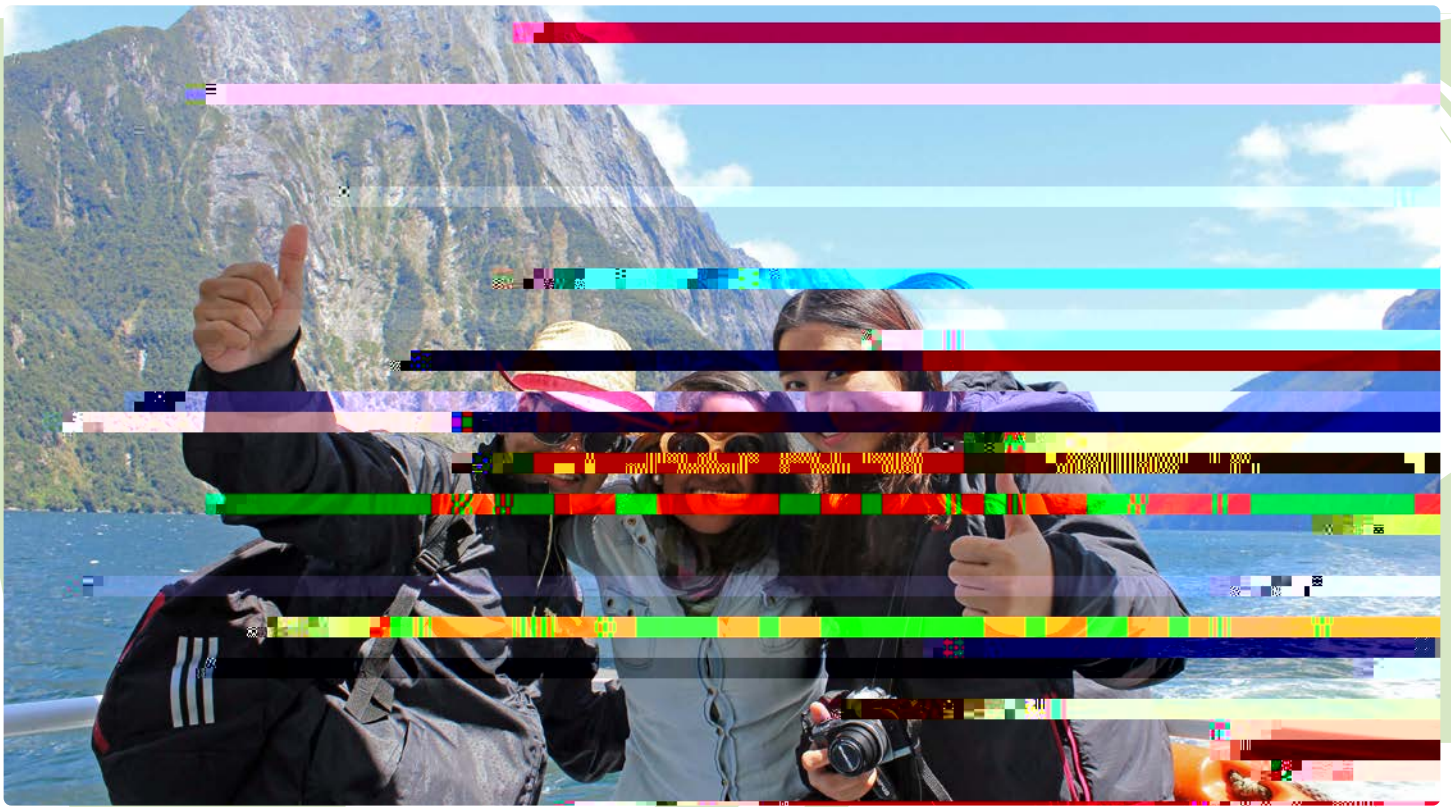


English New Zealand Standards

Version 17, 1 July 2023

English





- 2.2a The school has appropriate procedures for evaluating, monitoring, recording and reporting students' progress and achievement.
- 2.2b The school assesses and places students appropriately and reviews placement continuously.¹²
- 2.2c The school formally assesses all students at least once every six weeks, and provides a report on their progress at least once every quarter.
- 2.2d The school maintains records of each student's progress and their final assessment.¹³
- 2.2e For high-stakes assessments such as those bearing on entry to mainstream education programmes, the school demonstrates robust assessment security, moderation for consistency, benchmarking against other acceptable assessments and evidence for any claims of equivalency.

- 2.2f The school issues a document to each student at the end of their course(s) at the school, detailing the dates and duration of the course(s), and providing a summative assessment of the student's achievement including an explanation of the terms used in describing levels of achievement.
- 2.2g Student Visa holders must meet the English New Zealand minimum attendance requirement of 80%. Where this has not been achieved both the % attendance and the non-compliance statement would be clearly shown on a final leaving document.¹⁴
- 2.2h The school guarantees the integrity of any certificates awarded.
- 2.2i The school has policy and procedures for the systematic review and refinement of its student assessment and reporting practices.

3. The

The image features a complex abstract graphic design. A large, light green shape, resembling a stylized leaf or a curved arrow, dominates the left and center. It is composed of several overlapping, semi-transparent layers. A thin, dark green vertical line runs down the right side of the page, intersecting the large green shape. The background is a gradient of light green, transitioning from a darker shade at the top to a lighter shade at the bottom. The overall aesthetic is clean and modern.

4. Governance, Management and Compliance

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- 4.1a The school keeps records of self-audits which are signed by school management.
- 4.1b The school maintains records of actions taken arising from self-assessment.
- 4.1c The school abides by the English New Zealand Constitution and By-laws.
- 4.1d School governance and management ensure that staff and any parent organisation are aware of the school's obligations as a member of English New Zealand.

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- 4.2a Premises and operations comply with the current versions of relevant laws and regulations, including

the Resource Management Act, The NZ Building Code, the Health and Safety at Work Act, NZ Copyright licensing, NZ employment law, Privacy Law, the Education Act and the Education (Pastoral Care of Tertiary and International Learners) Code of Practice.

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Footnotes

1 Recruitment procedures and conditions of employment for all staff must meet general employment law as well as standards as specified.

2 The following is a minimum acceptable profile of a Director of Studies/Academic Manager as from 1 July 2011:

- initial TESOL qualification (see footnote 4)
- has a level of English of at least CEFR C1 level

plus

- Diploma in Second Language Teaching or ESOL (e.g. DELTA Trinity Diploma)
- or a Diploma in LT Management
- or a degree specifically in language teaching

plus

- minimum of 5 years' English language teaching experience

3 Further detail on each area of responsibility is provided below. Where the DoS/Academic Manager does not have sufficient expertise in any of these areas, responsibility may be delegated to other staff members or external experts may be brought in, but overall and ongoing

Where relevant

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English New Zealand Audit Procedure

Overview

Applicants for Membership undergo a full audit and must meet the English New Zealand Standards to progress the application.

English New Zealand Member schools are audited every 4 years and must meet the English New Zealand Standards to retain membership.

Spot checks will be carried out on up to 20% of English New Zealand schools with Membership status each year.

All schools achieving new Membership status will be spot audited within the first 6 months of membership.

All Members will pay an annual English New Zealand Standards fee as set by general meeting, from time to time, to English New Zealand.

The parties involved in the audit process are:

- the Secretariat, who administers the audit process
- the school being audited
- the auditors (selected by the English New Zealand Board from a pool of suitably qualified people, the maximum number of which is stated in the English New Zealand Constitution)
- the reading panel (qualified people appointed by the Board to review the audit findings, make determinations and moderate the audit process)
- the Board, who are made aware of audit conclusions/determinations by the reading panel in relation to the

Appointment of Auditors

The English New Zealand Board is responsible for the appointment of suitably qualified auditors with consideration given to the following criteria:

- qualifications and experience (auditors should meet English New Zealand's minimum criteria for DoS and have at least 5 years' English language teaching experience)
- geographical spread
- size and type of school

The Board will, in its absolute discretion, set written guidelines detailing the specific criteria to be met by applicants. Such written guidelines will be provided to Members and applicants on request.

Auditors will be appointed for such term as determined by the Board. Each Member school can put forward nominations for any vacant position of auditor provided that any applicant meets the minimum qualifications and experience criteria.

The Board has the sole and unfettered discretion to select auditors and no reasons need be given to individual applicants for their non-selection. There will be no right of any applicant to appeal their non-selection.

Reading Panel

A reading panel, as appointed by the English New





English New Zealand

PO Box 35283, Christchurch 8640, New Zealand

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