

PURPOSE

The purpose of these services is to ensure:

- a) steps are taken to identify and provide support for individual and specific groups of students who may need special consideration to achieve their academic potential, and
- b) the provision of information and advice is available on the range of tertiary education options with specific information on programmes offered at EIT.

SCOPE

All students enrolled in formal qualifications.

Students will be supported to access complementary services available in the wider community through the maintenance of professional networks.

BACKGROUND

EIT aims to provide guidance and support services, which will assist students to gain maximum benefit from educational programmes taken at the Institute.

The Institute recognises that the potential demand for student services will be greater than its capacity to resource them so that it will establish priorities for services in consultation with students and staff.

PERSONS / GROUPS AFFECTED

Potential Students

Existing Students

Careers Counsellor

Learning Skills Centre, including Disability and Pouwhirinaki

CONSULTATION PROCESS

Feedback on policy revision has been from:

- a) service section staff involved in support and guidance roles
- b) Student Guidance Network
- c) appropriate faculty staff as identified by Deans and Heads of School
- d) EIT Students' Association
- e) Executive team

QUALITY OUTCOMES

- a) Appropriate access to internal and external support services is available to students in identified areas
- b) Up-to-date information on the broad range of tertiary education options and specific information on EIT programmes is readily available to students
- c) Students are engaged with support services

OUTPUT STANDARDS

- a) Supported students have progressed toward reaching their academic potential.
- b) Students are aware of and have accessed to internal and external support services.

COMPLIANCE STANDARDS

- a) Evidence is produced annually which indicates support services are available to prioritised student groups.
- b) Annual up-dates of information on student guidance and support occur.

REPORTING STANDARDS

- a) Summary statistics identifying levels of usage of their service and facilities are provided to key stakeholders annually.
- b) A summary report will be provided to Executive Team annually.

LEGISLATION

Document information – Office use only	
Document Name	Student Guidance and Support
Document Number	QE101
Executive	Student and Academic Services Director
Owner	Information and Learner Services Manager
Developer	Records and Information Analyst
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Related Items	Click here for Related Documents (available only on Staffnet)
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