

S2. Check 1 – Intl Wellness Check Decision Outcome

Objective	<p>Change enrolment requests contain the lived experiences of our students. It is Unitec's responsibility to:</p> <ul style="list-style-type: none"> • Ensure that we support our students as best possible at every step of their journey. • Confirm the decision outcome of a wellness check for an international student • Confirm if it is appropriate for the COE to be progressed/completed
What are the first steps	<ol style="list-style-type: none"> 1. Read the Students Change enrolment request notes detail 2. Review the impact of the COE request 3. Make all relevant notes for the next steps to review
What to do next	Ensure contact is made with our student
	<ol style="list-style-type: none"> 1. Confirm contact has been made with student 2. Determine what further support services need to be contacted 3. Make relevant notes for any further outcomes that may be impacted 4. Ensure full history is kept with COE request anything relating to: <ol style="list-style-type: none"> a. Wellbeing a. Visa Work Rights b. Failing courses c. Attendance d. Learning Support
	Identify decision outcome to <u>proceed</u> with the COE:
	<ol style="list-style-type: none"> 1. Once decision outcome to proceed is confirmed 2. Update COE with Decision outcome notes 3. Attach any relevant information 4. Ensure confidential attachments have been suppressed for staff view only 5. Progress COE to relevant next step for processing
	Identify decision outcome to cancel or decline the COE:
	<ol style="list-style-type: none"> 1. Once decision outcome to proceed is confirmed 2. Update COE with Decision outcome notes 3. Attach any relevant information 4. Ensure confidential attachments have been suppressed for staff view only 5. Decline or Cancel COE request
Policy Link Information	International Code of Practice Health and Safety
Who can you escalate to?	Team Leader - International Student Support
Work Instructions	International Pastoral Care Health and Wellbeing