



# Wellbeing Policy and Procedures

## **This document should be read in conjunction with the Definitions for Use with Trainee Policies and Procedures**

IPLS is committed to ensuring the wellbeing of all trainees during completion of their Profs course. While IPLS is bound by the New Zealand Council of Legal Education Professional Legal Studies Course Regulations 2004 (the Regulations), as a signatory to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code), it is also required to follow procedures set out by the Code relating to concerns for the pastoral wellbeing of all trainees.

IPLS is committed to outcomes that support an inclusive learning environment which encourages full participation and personal development while trainees are engaged with IPLS. These principles are reflected in our values and in our policies and procedures for all trainees.

## **1. Disability/Health Condition**

IPLS aims to reasonably accommodate all trainees who have a disability/health condition and has developed a framework to ensure IPLS is inclusive of all persons with a disability/health condition.

IPLS initiates practical strategies to ensure 'reasonable accommodation' of your needs where you have a disability/health condition which may impact your learning while on the IPLS course. IPLS will continue to monitor and improve its policy and provision of reasonable accommodations for trainees with a disability/health condition (pursuant to its obligations under the Employment Relations Act 2000, Health and Safety Act 2015 and Human Rights Act 1993).

In addition, IPLS will:

- Ensure it delivers high quality, post-university pre-admission legal training across New Zealand for all those that qualify and wish to pursue it, irrespective of gender, ethnicity, disability or age.
- Recognise disclosure of a disability/health condition by you is private information and the disclosure must be treated sensitively and with empathy. Unless otherwise advised by you, IPLS reserves the right to provide to your instructor such information as is pertinent to your successful learning outcome.
- Advertise and promote the IPLS Wellbeing approach in its pre-enrolment information.
- Seek to eliminate direct, or indirect, discrimination towards people with a disability/health condition at IPLS by encouraging and fostering positive attitudes among employees and trainees.
- Cover all aspects of the Wellbeing Policy and Procedures in employee training.

## Wellbeing Policy and Procedures – continued



### Disclosure and ‘reasonable accommodation’

You bear the primary responsibility for disclosing your particular disability/health condition to IPLS. You should also identify how this condition will affect your ability to complete the requirements of the course and what, if any, ‘reasonable accommodation’ you seek to meet those requirements. IPLS will do everything it can to meet your ‘reasonable accommodation’ request.

### Confidentiality

Any information you provide to IPLS concerning a disability/health condition is confidential. However, please note, unless otherwise advised by you, IPLS reserves the right to provide to your instructor such information as is pertinent to your successful learning outcome.

### Procedure followed when a trainee applies for Resources and Assistance

**Where IPLS is notified by trainee of a disability/health condition prior to start of an intake**

1. You tick on the Enrolment Application form you have a disability/health condition and require the Application for Resources and Assistance for Trainees with a Disability/Health Condition form be sent to you.
2. The Trainee Services Co-ordinator emails you the Application for Resources and Assistance for Trainees with a Disability/Health Condition form, the Trainee Wellbeing Policy and Procedures and, if appropriate, the Health Documentation form (to be completed by the relevant health or other professional). She will also request your permission to share your health information with those senior IPLS employees involved in your care while on the course.
3. You complete the Application for Resources and Assistance form and send the Documentation form to your relevant professional for completion, if appropriate.
4. Once the relevant forms have been completed, you send them to the Trainee Services Co-ordinator who forwards them to the Wellbeing Instructor who devises a ‘reasonable accommodation’ plan which is forwarded to the National Director for approval – or further discussion.
5. The Trainee Services Co-ordinator advises you by email as to what ‘reasonable accommodation’ can be put in place.
6. If you agree with the proposed course of action, your enrolment application will be processed and you will be granted a provisional place on the course.
7. Unless you have advised otherwise, the resources and assistance as agreed by the National Director, are provided to your course instructors in the email to which the class list is attached. This ensures continuity of care.
8. At the end of your course, you are invited to complete the **”How did we do?” survey** and provide feedback to ensure ongoing improvements

## Wellbeing Policy and Procedures – continued



### Where IPLS is notified by trainee of health condition part way through an intake

1. Whomever you have advised (usually your instructor) will advise the Trainee Services Co-ordinator who sends you the Application for Resources and Assistance for Trainees with a Disability/Health Condition form, the Trainee Wellbeing Policy and Procedures and the Documentation form (to be completed by the relevant health professional).
2. The subsequent procedures is the same as above.

### Participation

The Regulations set out the requirements for trainee participation in the Intake in which they are enrolled, as follows:

- c. Section 4(1) of the Regulations requires a trainee to participate in every seminar and demonstrate his or her best efforts in completing those seminars.
- d. Section 4(2) requires an Instructor who believes a trainee is not participating in a seminar or is not demonstrating his or her best efforts in a seminar, to inform the trainee of that belief and the basis for it.
- e. Section 4(3) requires the National Director to withdraw a trainee from any skill assessment related to a seminar where the trainee does not participate and does not have an adequate reason for non-participation.

### Procedures

If IPLS has concerns regarding the wellbeing of a trainee, the following procedures will be implemented:

1. The instructor will offer to discuss the problem with the trainee and proffer advice, if appropriate.
2. Should it be deemed beneficial, the instructor will encourage the trainee to discuss the issue with a member of the IPLS Wellbeing Support team.
3. If the trainee's performance does not improve following counselling or other appropriate referral support, the trainee may be withdrawn from a skills assessment or from the intake, as per the Regulations.

## Wellbeing Policy and Procedures – continued



### Trainee information

IPLS is required by the Regulations and/or the Code to hold the following information about trainees (including international trainees) during completion of an IPLS course:

- Full name;
- Current address and contact number(s);
- Passport and Visa/permit details (if any); and
- Emergency contact persons and/or next of kin.

IPLS is required to keep all trainee information confidential, in accordance with the Privacy Act 1993, and subject to the declaration signed by a trainee upon enrolment.

### Internal support services

Trainees requiring support or with questions regarding their care or welfare should refer to the IPLS Wellbeing Support team contact details in the Wellbeing Hub in eEquip.

### External support services

The IPLS Wellbeing Hub in eEquip contains details for a broad range of emergency and helpline services.

IPLS trainees also have access to external wellbeing support professionals.

**This policy was reviewed:** June 2022