



T, ,, e e a ed f, e C de a, b, ed b NZQA
Dece be ,, e ec , e e , e C de

T, e \ ca e f, C de ca be f d, e e

, // ed ca // f a f
e a de /c de f, ac ce, a a ca e d e c e a /

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01 | Introduction



How to read this code

. e e a e e e a e e a e'
. ea a e abe /
a ade a e e e a a e
. a
b ade a e afe a d e e a e fa e

learning environment efe e e e e e
. ca a dd a ca e eac

learner 'at risk' ea , a a e a , de , de , a ea abe d be e e , a

legal guardian ea a e b c e a e a c

Eight da a/ . Gai diff / T. EFFF/ Cal/brace e/a/ lad/ ad/pt / a. . IT has plotted by //ATE e/a.T/ ETMC /a all T// / a aa DC . Le a e e/ T/a c. ET/GS = ET/GS =

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#### 10. Process 4: Responsive wellbeing and safety systems

P de a, e a d c ca e e e a faac eaa cd deacc da adfeea ae de accae de fee c ce ab ea e e be adafe be a adaea ea abe e c ec ea e c c a a a ae ca ed ca ad e a ea e ce

P de , de a . . . a a d e ce a ed , e e , e aa ea / a Te T Waa ad b, e, de'ba de, c de a d c de ad, e efae e fdee ea e , a da, , a e c a .d P

#### 11. OUTCOME 2: LEARNER VOICE

P de de adade, d de e ea e ce adebe adafe eed aa,a,, d,e aaada

#### 12. Process 1: Learner voice

P de , a e , ac ce f / a.acebdadaa e.ece ea ,, de e ea e , , ,e aa ad b, de e ea e a d, e c e de e, e e, a d, e ea e e be a dafe a e c a aeca adace ad c, dfaadfa, ce e face, ea \_e a adde e , ed e e a e f ea e cead, ef, ec ead d d e a dacce be e ce ea e ce e de e de e dec a e dec a ceead e, deadaccebefa ea e ceae a ,aecf, de' dec a ce e

#### 13. Process 2: Learner complaints

P de a eaeeeeeeed adcecacda...ae eaee....eead b f ea e , ,ec ,a be , a deda d, , e ad c, a dec, a a e a dece a, cd,a,acce,a/ aea, , ae ,eee fc ,e e f,ec,aad c de, e e f ac a e ec ead c de,e, fc a e, ea, açe, a c de ad a, ce e f a a d e efeare a e ce a d c , ,e,c,e fa a ce a d

de e,a,ec,a,ce ea
acce be ea e a d, e,
.e, cd,a, ac ce f/
.dea e, cea fa
.e,e e a c,a
.ce e cd, e ee a, e,e
c ac, a d, e c,ea d, be
c e f,e, ce e a d
adde ba e acce

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Part 3 Outcome 1

Outcome 2

Part 4 Part 5 Part 6 Part 7 Part 8

Wellbeing and safety practices

for all tertiary providers

#### Physical and digital learning environments

## 15. OUTCOME 3: SAFE, INCLUSIVE, SUPPORTIVE, AND ACCESSIBLE PHYSICAL AND DIGITAL LEARNING ENVIRONMENTS

P de f e ea e e a a a e afea d de ed , , e ea e e e ce f d e e ea e

## 17. Process 2: Supporting learner participation and engagement

P de , de e

#### 16. Process 1: Safe and inclusive communities

```
,ae,accef/
a ed c , a ea e e
 d c a ac c d e c
 ac b aa e adab ead
    , ea e ada, <del>"</del> ec e
 a de, de et e dc a
 ac cd ecac
 b , aa e adab ead
     a ceceac, e
 ea e e ad
d., d., ec a eedada, a
 fa , , , e ea
    e a d
e , d a ea e , f a /
   de adacce, a ce a de cece e e b face
           e ad
   ea e
      eca, aad
          a a abe
   С
   e ad,
f , d ea e , acce be ea
 e e ,ee,ecac ec ,
 eadece efed fae
 ad, a
```

#### 19. OUTCOME 4: LEARNERS ARE SAFE AND WELL

P de ,, ea e a a e, e, ca a d e a, ea, , , f a a dad ce a d de f a d e, d ea e e ed add a ,,

## 20. Process 1: Information for learners about assistance to meet their basic needs

 $| \text{Iff d} \quad \text{ad/e}_{a} \text{ ad/e}_{a} \text{$ 

Additional wellbeing and safety practices in tertiary student accommodation (in relation to domestic and international tertiary learners)

(

23.

## 27. Process 4: Proactive monitoring of residents' wellbeing and safety and responsive wellbeing and safety practices

P de e e de acc da , a , ac ce f / e de e a a e, e eed a d'a, e e ca be ea ab a d ac cab e a d ed a d b.a cea dez ed, ce e , ,e de acc da f / e de a a be ab e e a ca ef c ce ab a e de 'be, a a d efe ade, d ace f e de bea , a a e a e f e ad, c, a a, , a e e fa e a fe a d, c d / dee, ad, ee a efae aaee, afede aeed a be a , a c de efae c ec a d , c c d c de efe a e e a e ce a d e e a cec, a e de c e beace, e de acc da a d fa e de de zeda be a de e a de e a de e a e fa e a a e e , a a d a., aeaa e e f e de de cd feece c ca aae ea ada ead ebe ad afe a d efaecec, cabe de ae ee ea abe eccace , fa becea e

,e, e efede

eçeç di. a e de fa e be

e e a e de '

a d ' ce

be

P de , a e a , be ee , de acc da a d a d , de faa, ead cca de c bed ca e e a e e c ce ab a e de 'e be e be a e de ca be c ec ed c ,ea,, aee ce P de e,a,ee ac ca cde a de e e c . ced e a a de acc da , c, / a c e , ,e, de' de aa aadecbed cae e a d b c de , a f e de , e bec e afef, e e a ab e аееес de acc da

## 28. Process 5: A safe and inclusive residential community

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#### 32. OUTCOME 7: STUDENT ACCOMMODATION FACILITIES AND SERVICES

P de e e a de acc da fac e a d e ce a e a ed a a da d ce e de ce a d afe a d ed ca a cce

#### 33. Process:

P de e e,a de acc da fac e a d e ce / a e, de ec e , ed e e eed f e de a da, e ece a ade , e e , ac cabe a d b, deacce be, ace f a a e f ee ad eed ad caeececa da cfabe accebead cdce da da ae fea ea d d de e e ce a d e fac e a a e ade a e a da a a a e f , eça acea d, ef, ee de a c a d e, a ea, , a e a cec e a d faef dedade ae ca aecaadaec, a f de acc da c d e a e, ace e, ad, e e ad , a eade a ea da, , a ec , ace e eacc ab fzaca ceecd/ , d ece, fazaca aac,,eedead fa, a, e, e, e acc da , de P de e e, a a a e a aeaceade,a de acc da a e de a e ae,a e efeece, e e

e e f, e e de

# Additional wellbeing and safety practices for tertiary

Contents Part 1 Part 2 Part 3

#### 39. OUTCOME 10: OFFER, ENROLMENT, CONTRACTS, **INSURANCE AND VISA**

Sa e ,ae,ac ce fe ab ea e a e e f ed e e dec e a , e ed ca a c e be , b , e ea e a de , a a eea ,a eaeceaab ,e ee adba, ee ,e e e c ac

#### 40. Process 1: O er of educational instruction

Sae e e,a,eed caa c e\*ed eaaea eae accdace, eAcad a,, a efeaa ea ea e' e eca E a ae zce c acade cab a deed ca a ce

#### 41. Process 2: Information to be provided before entering contract

Sae, acce, ae e , ece e a aeaeae e, ae ea ada fea a de de ea ece e a a acc a e e a d a ed f a ab ef bef e e e a c ac . ,eeae/ a, e ece e f, e e a a b

ed caaa aceae ce ad b a , e e c , a ce ce adcd, edde, eAc, a , e c de ad a d ec be dc ed, ec e e a a e a ea e ad

c, e ed ca, ded a d c e fea e e e a azca a edad

d ef dc d ,ac , ,e ce ca el/ad

e a faceade e ad faaabeecead,, ad aceadae ee f ece ed ca a c f , e a ad

. . c dead . e ee a D . e Re Sçe eRe a d f c eaed a e-fed ca a Eac, a e e, a befee e ac ac fe e e . , e a peac, e a a e a ea e ,e,aë ea ada fea a de de ea fedf, e ea e', adba ea ece ed ca a cf, e a cd.e. de.cde

Eac, a e e, a ac ac f e e e e ed be ee , e a

#### 42. Process 3: Contract of enrolment

adeac, e a a e a ea e , e ,ae ea ada fea a de de , ea , a c de , e f faade/ a cea fa ab, ebe a ded dae fe ead b, e dfe a , ec ac f e ead c, ecc a ce de, ç, e ea e' c d c a be b eac, f, ec ac f e e a d d , e , e fd c , a ac , f e a f,ec ac fe e , a abeaeb, e a aa

e de feare, e ec a d

e,e,ce,a,e a f,e ee, e ae, ec ac fe e de a a a a b a ed c a ac de a a a, d

Eaç a e e,a,ec ac f e e faadea abe

#### 43. Process 4: Disciplinary action

A , ce de a e de ca e e de f e a , e c ac f e e de ca el b f a d c, a ac de ca el d be acc da ce, e, c, e f a a ce, c, c de , e ece a e e e , , c de ed adfa e f, e a e, a, e bec f , e ac

44.

## 47. OUTCOME 11: INTERNATIONAL LEARNERS RECEIVE APPROPRIATE ORIENTATIONS, INFORMATION AND ADVICE

#### 48. Process: Provision of information

```
Sae /
ae e, af a adad E c./..a/a/..e.S..aa e a a.e.e.a
ea e./..ae.eae..Td.a.e..ae..ae..ae.eae..ae.eae..ae.ea..ae.eae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..ae..
```

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f, e ea e' e de a cae e a de a ed cae e e , a , e , a e ea ada f, e ea e, a, ded eaeee,a,ede aed cae e be bec e a 'a, aad,ae a e, bef, e ea e'da da ca e , e, e ea e, ecdf, e de a ed ca e e a d

, f, e ea e' e de a ca e e a e decbed ca e e e,a,e,ae ea ada f e ea e,a, ded e a ee e .a.e a e, bef, e ea e'da da cae, e, e ea e ecdf,a.e ad

e e,a,ee a,,aee,aa feaaeaeaf,e fdee a e e acc da a d e e,a,eea e a,,ae e ed eacc da

F, e, e fca e c, a, e e de a, e e de a ca e e'acc da c de a e f,aae,/ a e, a edea, a acc da beed a, a acc da f e,e d a , ,e,e faabec dea eace df

Tadd bf, eede acae e a e dec bed ca e a de aed cae e, e a ee , e e e e f, caeade e, e afe, ea, a debe fee a a e a ea e.

#### 54. Process 5: Safety checks and appropriate checks for learners under 18 years

T, e afe c, ec, f , e e de a ca e e efe ed ca e b c de/ aacza fde ad baefe e ce cec, ac de cac aea f, ef, e bde f,e,,efba fa ,a,e a c de eea a , a e e / ,eede acae e'c e e e e fe abd eaa, ad

ece a, a eea , e e de a cae e'b e , fe a ace a d a,e , eaed ,e edeacaeead ca, ce e bafa, a eea a ae e ad da e e , , e e de a ca e e, bafa, a, e a c de eea a a e e a d e a a e e , a a e acc a f e f a , a a ba ed de .aaa. a d. dee e.e.e .eedeacaee.ea .e

T, e afe ç eç f , e e de a ca e e efe ed ca e b up to date f c, eed, ea afe, eda ef, e a e afe ç eç

afe f, e e a a e a ea e a d

Sbca e b e de a, a e de a ca e e , /

a a e efe ed a a a, e f, e dec f e de a ca e e ca e, ad

b a e de f Ne Zea a d a d

cae "adacca, e eaaēaeaef,ē,,e f, e, ed, eea e' ed ca a c

A a., a e c ec efe ed ca e c up to date f c , e ed , ea afe, eda e f, ea e ç, ec

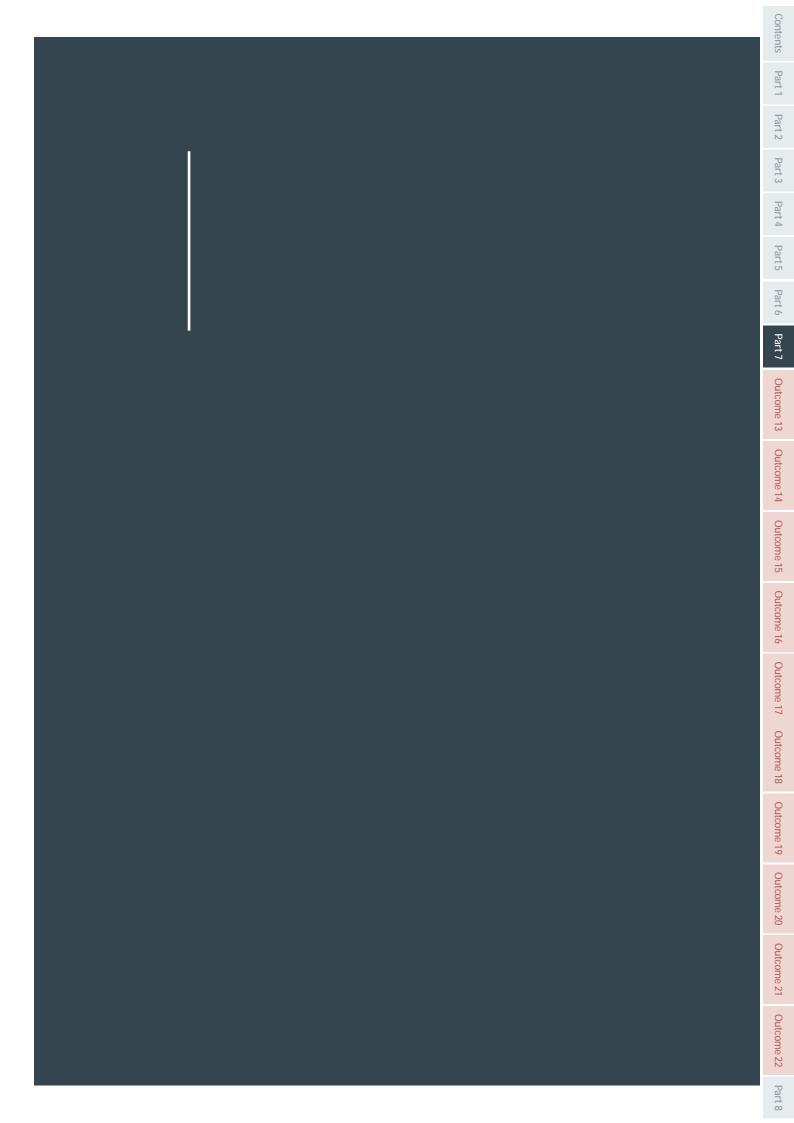
#### 55. Process 6: Accommodation for international tertiary learners 18 or over

lea a ea aea ea e • ea e , e acc da ded a a edba a ad**not** subject to Part 5 , e a /

a e e, a, e ea e'acc da afe acce, abec d, a d ee a e a a de a e e e a d

b a a e ec ec ca , , e ea e , e acc da e a e adaee, bfadde , ee, cde, e eeaa, e.

l, ca e acc da e c de e f, ea, a d e be a faea e' acc da c ec ed .



#### 56. OUTCOME 13: MARKETING AND PROMOTION

```
Sae e e e,a,eae ad
, ec e e a a c,
eae fe ce, dedb a e
c de cea v ce a dacca e fa
e ab . Te ea e Ta e f ed c ce ab . e e ce . ded
```

#### 57. Process:

```
Eac, a /
a ace ee, de ade
 fa eedf, ece e a a
 ç ea e a d
b dee, ad, defa
 eceeaac eaead ee.efa eee.e.
  da e a d
ce e,a, ,ece e a a ç
                da e
  ea e ece e a a da e da e da e f a ab ef /
   ea'aaace
    eaa ad
    , e ed ca a c a fac e a de , e a a abe
    eā aeae ad
    , e e e a D , e Re Sc, e e
    Read
    , e a ea c e f
    ea aeae cda, a
ff, e de e ad
    e de c , e e a , cab e a d
    e aed dad c f
     ea aeae ad
    acc da ada, a
     baç fa
```



### ${\bf 60.\ OUTCOME\ 15:\ OFFER,\ ENROLMENT,\ CONTRACTS,\ AND\ INSURANCE }$

```
Sae /
a eaaceae
eaacadaf
eaaceaedeea
/e
```

#### 63. Process 3: Contract of enrolment

Eaça e e, a a c a c f e e e e ed be ee , e a adeaç e a aç ea e, a c de ef faade/ a cea faab, e beaded dae fe e a d b, e dfe a , ec ac f e ead c,ecc ace de,ç,eç ea e'c dc a be beac, f,e cacfeecdcdc ,acc, e,eeae de ,e edae ,e c f,e a ad d, e, efdc, a ac, f e a f,ec ac fe e .a abeaeb.e a aa .e de fea.e .e ec ad e,e,ce,a,e a f,e ee e ae,ec ac fe e

Eag a e e,a,ec ac f e e faadea abe

de, aa a, baedc, a

#### 64. Process 4: Disciplinary action

ac de a a a, d

A ce de a e de ca e/ e f e a ec ac fe e de ca e/b fadc.aac decae/dbeaccdace. ,e, c,e faa ce, c, c de . e ece a e e.e. . c de ed adfa e f, e a e, a , e bec f , e ac

#### 65. Process 5: Insurance

Eac, a e e, a, a fa a ac cabe eac e a a c ea e , e ed , e a fed ca a c f ee 'd a e, a a., ae a cec e / a , e c, ea e'ae/ adf Ne Zeaadad , Ne Zeaadad f, e a e , a f, e ed ca a c de Ne Zea a d a d b edcacae Ne Zeaagd c d da ec e ad ce, aa e, aa f, e c eae aae fe e cd ce faec cedb fa e be a e,a a e, a a ad d dea, f, e  $\varsigma$  ea e, c d c e f/ aec ffa e be ad f Ne Zeaadad c fe,aa e,aa f , ebdad f eae, e e

Sbcae a ad cde,eç ea e'ae adf, ecf c,e,, befe, e ed caac be a dafe ed ,  $\varsigma$ , a be def , ee e ,e d.

Sbcae a de cde, eç ea e'ae ,ec e e ,a ae, a f,e,, e fe ba, cec, adf Ne Zeaad

#### 66. Process 6: Decisions requiring written agreement of parent or legal guardian

e e,a, ee a. ae ba e eaee f e,ae ea ada fa ea a ç ea e de ea , e,ec dec a ec , e ea e.

67. OUTCOME 16: IMMIGRATION MATTERS

Outcome 14

Outcome 16

Outcome 19

Outcome 21

## 71. OUTCOME 18: SAFETY AND WELLBEING

```
S a e /
a, dea afe de ef
  eaaç eae ad
b, deade ae, f, e e be f
  eaaç eae ad
cafaa, accabee e, a e a a
  ç ea e e a afe e
                 е
```

## 72. Process 1: General

```
, a/J/Tc.\, e
  e c, letel te eas, flabilate/alecc /TT . ITdal alecci/TTc/Td//A / TTe Ti lete/Tole . IFTc d'if ic e e L/Acci. e
          aTe FEFF.BDC T EMC .Td / efTJ.aee e f ee , e ,
```

75. Process 4: International school learners at risk or with additional learning needs

Eaç а e e,a/ a a,, , a e ea e a e, , ace adde, e eed a defea a c ea e a , add a ea eed a d b, e, ae ea ada faç ea e de ea , e e f f a ea e ea e a a e fa a ,ee,eea e a ,a add a ea eed a d c .eea. .aead c .acead bec .e. c.e f.eP ac Ac e ea , e ea e a e e, ed ee a a e ce , a , e Ne Zeaa d P cead, ede, a e e, bef ad e e a a Ta a Ac a d e c de ad a A ea e a f, e a , a ea ab e

d bee<sup>l</sup>e,a,ee ae

F .e. e fca e./ c.a.e , ea ead, edea, e e de a ca e e'acc da c de a .e f.aae./ a e, a e de a, a acc da b be e d a , a acc da e,e d a ,e,e faabec dea eac, e d f, c, e c ec e ,

lea a e a a  $\varsigma$  ea e  $_{ullet}$ ea e , e acc da , ded aaedbaa<sub>w</sub>,e a / a e e,a,eea e'acc da afe acce, abec d, a dee a e a a de a e e e a d baae, ec ec ca, e ea e e acc da e a e a e a d a e e b f add e . e e c d e . e eeaa, e.

ilea a eaac eae ea e aaeacc da f, e e e, , e, a, e e , a , e ea e deced e e a adce adfa, a eabe, e ea e de ade adba aaea Ne Zeaad

Tadd by f, eede acae e a e dec bed ca e a de a ed ca e e e e e f ca ea de e e a fe , ea 🚜 a de be f, e ea e.

/ I , ca e accommodation issues c de e fea, ade be a fa ea e'acc da c eced .

#### 77. Process 6: Safety checks and appropriate checks

T, e afe ç, eç, f , e e de a ca e e efe ed cale./b/ a c de/ acza fde ad a efe e ce c ec , a c de c ac a ea f , e f bdef,e,,efba fa,a,eac eea a ae e / a e e de a ca e e ' c e e e e fe abd eaa, b.ece a. .a eea ,eede acae e'b e , fe a ac e ca,e eaed e edeacaeead a, ce e ba fa eea a ae e ad a e e , e e de a ca e e ba f a , a , e a c de e e a a , a e e a d a a e e , a a e

## 78. OUTCOME 19: LEARNER SUPPORT, ADVICE AND SERVICES

leaac, eae aef fedb, adece e e e a adcef, e a e e ce CEE ce O c e a QueceO a a d S The RTL A/D LOLE AT BT f RiTd. s af 🚽

Tc.e L T

Part 6

Outcome 15

Outcome 18

Outcome 20

## 80. OUTCOME 20: MANAGING WITHDRAWAL AND CLOSURE

Sae e e,a,efee,adb eaaeaefedcaac Ne Zeaadaeecead, eced,eee feae,daa,eed fedcaa c,ec e faa

## 81. Process:

82. OUTCOME 21: DEALING WITH COMPLAINTS



Code administrator

#### 86. Reporting and publishing obligations

T, ec de ad a c de a a e, a e, ac e ad e, c de

If, ec de ad a , ec e f
e a z d a e c e ea ed
, e e be ed ca a ac e e e , f
ea e a e b eac f, c de, ec de
ad a e, a e b eac
ed ca a a a cea e ce a da
ee a e e a e c

T, e c de ad a a f , e ed

. e e b ca e d e a e

. e e b a a f , e e a

a d c e fabeac f , c de bec

a. a e afe a d a d edac f

. ec f , ac

- T.e., e efe ed bca e a e/
  a ee, de ea e a d e
  ed ca a e e f ed a d
  b de a e, ce f e a a d
  dec a de c de
- T. ec de ad a a e ea abe e.

  bce.cde.de ad ea e.

  cd.b. de ef.de

#### 87. Reporting breach of code

T, e c de ad a /
a ca ece e c a efe a a e a d
b dec de e e e e e e e e e e a a f e a a

T, ec de ad a /
a , b , ce e f ece a d
dea , ac , a efe a a d
b a , ec bef f e a a
c , a efe a

#### 88. Responding to a complaint

If ecdead a decde, a f, e
e a a a ed /
a a ea ec d, f a d e a ea a e ed
c e ce e ce e c de e e e
be e a d

b f e e a d

b f e e a d

c e a efe a f edec e a e

If ecdead a decde a f e
e a a a ed c de
e a a a ed c de
e a ea abe ef a e/
a efe e c a efe a a e
a ec

b dea , , e c , a efe a f a

c e a e, e c , a efe a.

89. Monitoring, investigating, and receiving and sharing information

T, e c de ad a e, b e f a d e a e a ed ca

# 90. Working with Dispute Resolution Scheme operator(s)

## 91. Requirements for entry to inspect student accommodation

T, ef a ac de ad a de acc da add ec/f, e Ac

T, e c de ad a eed , de e de ce f de a a a a d , e e e ed a a a e e T, e , da , de e de ce f a , a , c d efe e ce / a , e , e , e , a e a , ed a d b a a e e f , e , e c fe ed , a , e c

