

Policy title:	STUDY TOURS AND PROGRAMS FOR INTERNATIONAL VISITORS POLICY
Published:	2011
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Legislation:	<i>Migration Act 1958 (Cwlth)</i> <i>Education Services for Overseas Students Act 2000 (ESOS Act) (Cwlth)</i> <i>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007) (Cwlth)</i> <i>Privacy Act 1988 (Cwlth)</i> <i>Children and Young People Act 2008 (ACT)</i> <i>Human Rights Commission Act 2005 (ACT)</i> <i>Discrimination Act 1991 (ACT)</i>
Procedures:	School Management Manual – Module 9

1. POLICY STATEMENT

- 1.1 The ACT Government Education and Training Directorate (the Directorate) recognises the need to develop an international perspective in ACT school communities. This supports the development of cultural awareness, knowledge and appreciation of other societies and provides a platform for ACT teachers and students to build relationships with international visitors.
- 1.2 To assist in the achievement of this aim, the Directorate promotes and supports visits to public schools in the ACT by international visitors.
- 1.3 The education of international visitors is subject to Commonwealth legislation. The Directorate has incorporated these legislative requirements into its operations.

2. RATIONALE

- 2.1 This policy provides a framework for action when dealing with international visitors participating in the Directorate's study tours and education programs. It refers to the procedures staff will adhere to in the administration and management of the programs.
- 2.2 *Study Tours and Education Programs* forms have been developed for principals and others involved in the programs. These have been circulated to all schools and can be obtained from the International Education Unit. They can also be accessed on the Directorate's website at http://www.det.act.gov.au/school_education/international_students

3. DEFINITIONS

3.1 Study Tours and Education Programs

Refers to study tours, delegations and all internationalisation programs hosted in ACT public schools.

3.2 School Management Manual – Module 9 – International Education

This manual sets out information and procedures that staff must adhere to in the administration and management of the international education program in ACT public schools.

4. LEGISLATION

- 4.1. Enrolment in ACT public schools is governed by legislation. These compulsory requirements are set out in the *Migration Act 1958* (Cwlth), *Privacy Act 1988* (Cwlth), *Children and Young People Act 2008* (ACT), *Human Rights Commission Act 2005* (ACT), *Discrimination Act 1991* (ACT)

5. PROCEDURES

5.1 The International Education Unit

- 5.1.1 The International Education Unit ensures that international visitors have access to appropriate support, including assistance with enrolment, adequate orientation, study facilities, welfare, counselling, accommodation services, attendance monitoring and grievance mechanisms.
- 5.1.1 The International Education Unit collects and distributes monies generated by the program.
- 5.1.2 The International Education Unit obtains self disclosure forms for all host family applicants over the age of 18. The self disclosure forms are available in the *Study Tours and Education Programs* forms. They can also be accessed on the Directorates intranet at http://www.det.act.gov.au/school_education/international_students
- 5.1.3 The International Education Unit adheres to the principles identified in the *Privacy Act 1988* (Cwlth) when collecting and handling personal information about potential visitor and host family applicants.
- 5.1.4 The International Education Unit retains a list of all visitors, with the address and telephone number of their host families and contact numbers for visiting teachers, in case of emergencies.
- 5.1.5 The International Education Unit puts in place arrangements aimed to ensure the safety of visitors while attending ACT public schools and is sensitive to the cultural and special needs of international visitors.
- 5.1.6 The International Education Unit provides programs to students and adults on a fee for service basis.

5.2 Principals

- 5.2.1 Principals must ensure that high quality services are delivered to international visitors attending ACT public schools.
- 5.2.2 Principals will appoint a teacher responsible for the management of the study tour and education program.
- 5.2.3 Principals will decide on the allocation of resources generated by the program under School Management Manual – Module 9 – International Education. These are available to all schools and can be accessed on the Directorate’s intranet at <https://index.det.act.gov.au/admin/smm.html>
- 5.2.4 Principals will adhere to *Good Practice in Billeting (found in the Overseas Excursion Applications) – A Guide for Schools*. This can also be found in the *Study Tours and Education Programs* forms at http://www.det.act.gov.au/school_education/international_students
- 5.2.5 Principals have the right to decline study tours and education programs should they potentially interfere with core school activities.
- 5.2.6 The Principal must ensure that all host families accepting international visitors are deemed of good character by the Principal or delegate and have met all appropriate guidelines for student safety, welfare and well being.

5.3 Teaching Staff

- 5.3.1 The principal will appoint a teacher responsible for the day to day management of the program. This teacher should receive release time from teaching to perform this function.
- 5.3.2 All teachers in ACT public schools have a duty of care to all students. They must take all reasonable steps to ensure departmental and school policies are adhered to for international visitors.
- 5.3.3 The teacher responsible for the day to day management of the program is required to match visitors by age, gender and cultural factors. They must ensure that the host parents are aware of the minimum expectations for accommodation. This information is outlined in the *Study Tours and Education Programs* forms. These forms are available on the Directorate’s website at http://www.det.act.gov.au/school_education/international_students.
- 5.3.4 The teacher responsible for the day to day management of the program is responsible for the collection of self disclosure forms for all host family applicants over the age of 18. The self disclosure forms must then be forwarded to the International Education Unit. The self disclosure forms are available in the *Study Tours and Education Programs* forms. These forms are available on the Directorate’s website at http://www.det.act.gov.au/school_education/international_students.
- 5.3.5 The teacher responsible for the day to day management of the program must ensure that there is standby accommodation in reserve for visitors who may need to be relocated.
- 5.3.6 The teacher responsible for the day to day management of the program is responsible for monitoring visitors on a regular basis to ensure that there are no issues with host families.

This may need to include visiting the host family, telephoning the visitor at the host family or having daily contact with the visitor.

- 5.3.7 In the event of an emergency, the teacher responsible for the day to day management of the program will contact the principal and the International Education Unit.

5.4 International Visitors, Parents and Agents

- 5.4.1 International visitors must adhere to the conditions of their visa while in Australia.
- 5.4.2 International visitors must agree to adhere to the conditions identified in the *Study Tours and Education Programs* forms.
- 5.4.3 Where a duty of care for a minor is assumed by the Directorate, international visitors must hold comprehensive travel insurance and sign a medical release form that must be retained by the agent. These forms can be found on the Directorate's website at http://www.det.act.gov.au/school_education/international_students.
- 5.4.4 Agents will ensure that copies of each medical release form are immediately available to the host family, the school principal and the International Education Unit, should medical assistance be required during the visit.
- 5.4.5 Accompanying teachers must be able to be contacted by the host family, the school principal and the International Education Unit should any problems arise. A contact number for all accompanying teachers must be provided to the Directorate.
- 5.4.6 Accompanying teachers are required have a register of all international visitors, with the address and telephone number of their host families. They must also ensure all relevant information regarding the visitors is made available to the teacher responsible for the day to day management of the program.
- 5.4.7 The Human Rights Commission Child and Youth People Commission (CYPC) is an independent body that can investigate complaints about the provision for services for children and young people and provide advice and recommendations to government and non-government organisations.

6. POLICY OWNER

Executive Director, Tertiary and International Education.

7. RELATED POLICIES

International Fee Paying Students Policy
International Secondary Student Exchange Programs Policy
Enrolment of Non-Australian Citizens or Non-Permanent Residents – Charging Policy
Overseas Excursions Policy