
Policy title:	INTERNATIONAL SECONDARY STUDENT EXCHANGE PROGRAMS POLICY
Published:	2011
Identifier:	ISSEP201111
Legislation:	<i>Privacy Act 1988 (Cwlth)</i> <i>Education Act 2004 (ACT)</i> <i>Human Rights Commission Act 2005 (ACT)</i> <i>Discrimination Act 1991 (ACT)</i>
Procedures:	School Management Manual – Module 9 Guidelines for International Secondary Student Exchange Programs (ACT) National Guidelines for International Secondary Student Exchanges in Australia

1. POLICY STATEMENT

- 1.1 The ACT Government Education and Training Directorate (the Directorate) aims to ensure all students gain an understanding of the international community and their place within it. This supports the development of an understanding of the languages and cultures of other societies.
- 1.2 To assist in the achievement of this aim, the Directorate promotes and supports participation by exchange students in ACT public schools.
- 1.3 Exchange students in Australia are recognised by the Commonwealth as full fee paying students. The fee is waived if the exchange organisation:
- is registered with the state/ territory education authority, and
 - operates on the basis of reciprocity.

These requirements are incorporated into the *Guidelines for International Secondary Student Exchange Programs* in ACT schools.

In 2011 the National Coordinating Committee of International Secondary Student Exchanges (NCCISSE) revised the document *National Guidelines for International Secondary Student Exchanges in Australia* implementing the changes in January 2012. The ACT Government Education and Training Directorate *Guidelines for International Secondary Student Exchange Programs* is based on this document.

2. RATIONALE

- 2.1 This policy provides a framework for dealing with students participating in secondary student exchange programs both inbound and outbound in ACT schools.

- 2.2 *Guidelines for International Secondary Student Exchange Programs* have been developed for principals and others involved in the program. These can be obtained from the Secondary Student Exchange Coordinator, International Education Unit, ACT Government, Education and Training Directorate and can be accessed on the Directorate's website at http://www.det.act.gov.au/school_education/international_students.

3. DEFINITIONS

3.1. International Secondary Exchange Student

An international secondary exchange student is any inbound or outbound student that attends an ACT or international school for a minimum of three months to a maximum of twelve months duration. Inbound exchange students travel to Australia on a student visa that has been issued from an Acceptance Advise for Secondary Exchange Students AASES form.

International secondary exchange students are not required to pay course monies to the Directorate.

3.2. International Fee Paying Student

An international fee paying student is any student who is not an Australian citizen and does not have Australian permanent residency status, but holds a 571 student visa and is required to pay full tuition fees, as defined by the Education Services for Overseas Students (ESOS) Act 2000.

3.3. The Secondary Student Exchange Coordinator

The Secondary Student Exchange Coordinator is a staff member of the ACT Government Education and Training Directorate International Education Unit and is responsible for administering all student exchange programs for inbound and outbound students in ACT schools.

3.4. Reciprocity

Student exchange programs operate on the basis of reciprocity. A balance within each state and territory is maintained between inbound and outbound students by each exchange organisation. Reciprocity is measured by the number of months of exchange (not student numbers) and is reviewed annually.

3.5. Registered Exchange Organisation

Exchange students enter and depart Australia under the auspices of an exchange organisation registered by the ACT Government Education and Training Directorate. To become registered, exchange organisations are required to meet the Criteria for the Registration of Secondary Student Exchange Organisations in the ACT as detailed in the *Guidelines for International Secondary Student Exchange Programs*.

4. LEGISLATION

- 4.1. Enrolment of exchange students in ACT public schools is regulated by legislation. These compulsory requirements are set out in the *Education Act 2004* (ACT), *Privacy Act 1988* (Cwlth), *Human Rights Commission Act 2005* (ACT), *Discrimination Act 1991* (ACT).

5. PROCEDURES

- 5.1 The ACT Reference Group for International Secondary Student Exchange Programs meets annually to register and monitor the operation of exchange organisations in the ACT.

5.2 The Secondary Student Exchange Coordinator

- 5.2.1 The Secondary Student Exchange Coordinator distributes Acceptance Advice for Secondary Exchange Student (AASES) forms to registered exchange organisations and maintains a register of inbound exchange students in ACT schools.
- 5.2.2 The Secondary Student Exchange Coordinator conducts an annual survey of inbound and outbound student numbers to ensure reciprocity.
- 5.2.3 The Secondary Student Exchange Coordinator attends the annual National Coordinating Committee of International Secondary Student Exchanges (NCCISSE) meeting.

5.3 Principals

- 5.3.1 Principals must only liaise with exchange organisations registered in the ACT for both inbound and outbound students.
- 5.3.2 Principals are responsible for accepting students into their schools following discussion with the registered exchange organisation as detailed in the *Guidelines for International Secondary Student Exchange Programs*.
- 5.3.3 Principals must appoint a teacher responsible for exchange students in their school, within existing staffing allocations of the school.
- 5.3.4 Principals must ensure that Part D of the Acceptance Advice for Secondary Exchange Student (AASES) form is completed when the exchange student arrives. This form should be returned to the exchange organisation to be forwarded to the Secondary Student Exchange Coordinator.

5.4 Registered Exchange Organisations

- 5.4.1 Registered exchange organisations will adhere to the Criteria for the Registration of Exchange Organisations in the ACT. This criterion is detailed in the *Guidelines for International Secondary Student Exchange Programs*.
- 5.4.2 Registered exchange organisations must complete the Annual Survey form. This will be mailed out to registered exchange organisations by the Secondary Student Exchange Coordinator.
- 5.4.3 Registered exchange organisations must ensure appropriate welfare arrangements are in place for each student.
- 5.4.4 Registered exchange organisations must forward the completed Acceptance Advice for Secondary Exchange Student (AASES) form for each student to the Secondary Student Exchange Coordinator.

5.5 Secondary Exchange Students and parents of Secondary Exchange Students

- 5.5.1 Secondary exchange students must adhere to the conditions of their visa whilst in Australia.
- 5.5.2 Parents of secondary exchange students must agree to adhere to the conditions of the exchange and complete Part C of the Acceptance Advice for Secondary Exchange Student (AASES) form.

6. POLICY OWNER

Executive Director, Tertiary and International Education.

7. RELATED POLICIES

International Fee Paying Students Policy
Enrolment of Non-Australian Citizens or Non-Permanent Residents – Charging Policy