

**Policy title: STUDY TOURS AND PROGRAMS FOR INTERNATIONAL VISITORS POLICY**

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**Legislation:**

- *Migration Act 1958 (Commonwealth)*
- *Education Act 2004 (ACT)*
- *Privacy Act 1988 (Commonwealth)*
- *Children and Young People Act 2008 (ACT)*
- *Working with Vulnerable People (Background Checking) Act 2011 (ACT)*
- *Human Rights Act 2004 (ACT)*
- *Discrimination Act 1991 (ACT)*

**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 and Territory 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. Information can be accessed on the Directorate's website at [International students](#)

**Study Tours and Programs for International Visitors Policy**

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### **3. DEFINITIONS**

#### **3.1. *Study Tours and Education Programs***

- 3.1.1. Refers to study tours, delegations and all internationalisation programs hosted by the ACT Government Education and Training Directorate.

#### **3.2. *School Management Manual – Module 9 – International Education***

- 3.2.1. This manual sets out information and procedures that staff must adhere to in the administration and management of all international education programs facilitated by the ACT Government Education and Training Directorate.

#### **3.3. *Agent***

- 3.3.1. An agent is an individual, company or other organisation providing services on a commercial basis under an agreement with the ACT Government to assist individuals to participate in an ACT Government Education and Training Directorate study tour or delegation. Agents include:
- Education specialists who place students on behalf of one or more institutions;
  - Education specialists who place students but with no ties to any particular institution;
  - Non-education specialists, for example travel agents, who may offer overseas education placement services as a subsidiary activity.

### **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), *Education Act 2004* (ACT), *Working with Vulnerable People (Background Checking) Act 2011* (ACT), *Children and Young People Act 2008* (ACT), *Human Rights Act 2004* (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, internet access, attendance monitoring and grievance mechanisms.
- 5.1.2. The International Education Unit collects and distributes monies generated by the program.
- 5.1.3. The International Education Unit facilitates the background checks as mandated in the *Working with Vulnerable People (Background Checking)* legislation. Background checks are required for all host family applicants over the age of 16.

- 5.1.4. The International Education Unit adheres to the principles identified in the Privacy Act 1988 (Commonwealth) when collecting and handling personal information about potential visitor and host family applicants.
- 5.1.5. 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.
- 5.1.6. 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.
- 5.1.7. The International Education Unit facilitates programs for 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 or the 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](#).
- 5.2.4. Principals have the right to decline study tours and education programs should they potentially interfere with core school activities.
- 5.2.5. 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. Further information and fact sheets are available by contacting the International Education Unit Study Tour Coordinator at [ieu@act.gov.au](mailto:ieu@act.gov.au)

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- 5.3.4. 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.
- 5.3.5. The teacher responsible for the day to day management of the program is responsible for monitoring visitors on a regular basis to ensure that any issues arising are handled in a timely manner. This may need to include visiting the host family, telephoning the visitor at the host family or having daily contact with the visitor.
- 5.3.6. 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. Where a duty of care for a minor is assumed by the Directorate, international visitors must hold comprehensive travel and medical insurance and sign a medical release form that must be retained by the agent.
- 5.4.3. 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.
- 5.4.4. 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 24 hour contact number for all accompanying teachers must be provided to the Directorate.
- 5.4.5. Accompanying teachers are required to 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.
- 5.4.6. The ACT Children & Young People Commissioner 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.

#### 5.5. **Complaints**

- 5.5.1. Where there are concerns regarding the application of this procedure or the procedure itself, people should:
- contact the International Education Unit in the first instance;
  - contact the Directorate's Community Liaison section; or
  - access the Directorate's *Complaints Resolution* policy, which is available on the [Directorate's website](#).

**6. POLICY OWNER**

- 6.1. Executive Director, Tertiary Education and Performance.
- 6.2. For support in relation to this policy please contact International Education Unit on (02) 62059178.

**7. RELATED POLICIES**

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