Application for approval to provide an International Secondary Student Exchange (ISSE) program in Queensland (Not-for-profit)

This form is to be used by NOT-FOR-PROFIT ORGANISATIONS seeking approval to provide an International Secondary Student Exchange (ISSE) program in Queensland.

Schools who wish to seek approval to register a Sister-school arrangement, please apply via the *Application for ISSE program approval (Schools) form*.

The EOS Act requires the Director-General of the Department of Education (or delegate) to make a decision on an application within 6 months of lodgement. If the Director-General or delegate require further time to consider an application, this time can be extended by mutual agreement.

*If you have any queries regarding this application, please contact the International Quality (Schools) Unit on:*

*(07) 3513 6748 or via email at* *internationalregistration@qed.qld.gov.au*

# Part 1 – Student Exchange Organisation (SEO) details

|  |  |
| --- | --- |
| Legal Entity Name  |  |
| Trading Name |  |
| ABN / ACN |  |

## 1.1 Declaration – Authorised person (Principal Executive Officer)

By signing the declaration, the person identified below confirms the information provided in this application is, to the best of their knowledge, true and correct.

|  |  |
| --- | --- |
| Full name |  |
| Position in relation to organisation |  |
| Signature | Date |

## 1.2 Authorised person details – Principal Executive Officer (PEO)

This person assumes responsibility for the organisation’s compliance with legislative requirements in the [*Education (Overseas Students) Act 2018*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2018-001) [the ‘EOS Act’] and [*Guidelines for the operation of international secondary student exchange programs*](https://www.qld.gov.au/education/schools/information/programs/exchange/pages/organisations) in Queensland.

The person identified as the Principal Executive Officer will be the point of contact for any matters pertaining to the organisation’s compliance under the EOS Act.

***Please ensure the*** [***ISSE - Fit and Proper Person Declaration***](https://www.qld.gov.au/education/schools/information/programs/exchange/pages/organisations)***, in Attachment A of this application, has been completed as part of this application.***

|  |  |
| --- | --- |
| Title |  |
| First name/s |  |
| Surname |  |
| Position |  |
| Email address |  |
| Phone number |  |

## 1.3 Additional application contact

If the PEO wishes to nominate an additional contact for matters relation to this application, please provide these additional details.

|  |  |
| --- | --- |
| Full name |  |
| Position |  |
| Email address |  |
| Phone number |  |

## 1.4 Contact person for day-to-day operational matters

Please nominate a day-to-day contact for operational matters in relation to the organisation’s ISSE approval.

|  |
| --- |
| Please indicate whether this person is to be included in any correspondence in relation to this application for registration: [ ]  Yes [ ]  No  |
| Full name |  |
| Position |  |
| Email address |  |
| Phone number |  |

## 1.5 Address details

|  |  |
| --- | --- |
| Street Address |  |
| Suburb |  |
| State |  | Post code |  |
| Phone number |  |
| Email address |  |
| Website |  |

Postal address

|  |
| --- |
| [ ]  Please tick if Postal Address is the same as the Street Address |
| Postal Address |  |
| Suburb |  |
| State |  | Post code |  |

## 1.6 Details of Company Directors / Senior Executive

Please provide details of the organisation’s Company Directors or Senior Executives.

*Note: to advise of additional persons, please insert as many additional sections as required*

|  |  |  |
| --- | --- | --- |
| 1. | Full Name |  |
| Position |  |
| Email address |  |
| Phone number |  |
| 2. | Full Name |  |
| Position |  |
| Email address |  |
| Phone number |  |
| 3. | Full Name |  |
| Position |  |
| Email address |  |
| Phone number |  |

## 1.7 Details of Partner Organisations

Please provide details of the overseas partner organisations involved in the recruitment of inbound students or the program provision for outbound students.

*Please note – ‘third-party arrangement’ refer to any organisation or company this organisation has an agreement with to organise an element of the outbound program (e.g. arranging overseas host families, overseas host school placements and general support). These arrangements do not include companies such as travel agents, airlines or transport providers accessed as a ‘client’.*

*Note: to advise of additional overseas partner organisations, please insert as many additional sections as required*

|  |  |  |
| --- | --- | --- |
| 1. | Name of organisation |  |
| Address |  |
| Country of operation |  |
| 2. | Name of organisation |  |
| Address |  |
| Country of operation |  |
| 3. | Name of organisation |  |
| Address |  |
| Country of operation |  |

## 1.8 Details of Authorised Persons

The ‘authorised person’ has been approved by the Principal Executive Officer to request AASES forms for students participating in a Queensland ISSE program.

*Note: to advise of additional authorised persons, please insert as many additional sections as required*

|  |  |  |
| --- | --- | --- |
| 1. | Full Name |  |
| Position |  |
| Email address |  |
| Phone number |  |
| 2. | Full Name |  |
| Position |  |
| Email address |  |
| Phone number |  |
| 3. | Full Name |  |
| Position |  |
| Email address |  |
| Phone number |  |

## 1.9 Details of Regional Coordinators

Please provide details of the Regional Coordinators (paid or volunteer) who support the organisation’s ISSE program.

*Note: to advise of additional regional coordinators, please insert as many additional sections as required*

|  |  |  |
| --- | --- | --- |
| 1. | Full Name |  |
| Physical street address |  |
| Email address |  |
| Phone number |  |
| 2. | Full Name |  |
| Physical street address |  |
| Email address |  |
| Phone number |  |
| 3. | Full Name |  |
| Physical street address |  |
| Email address |  |
| Phone number |  |

## 1.10 Details of the SEO’s history of registration

|  |
| --- |
| Is the organisation registered as a student exchange organisation in any other State / Territory in Australia? [ ]   Yes [ ]   No If Yes, please tick all applicable states:[ ]  ACT [ ]  NSW [ ]  NT [ ]  SA [ ]  TAS [ ]  VIC [ ]  WA |
| Is the organisation currently subject to any sanctions (including suspensions) in any State / Territory in which it operates?[ ]   Yes [ ]   No If Yes, please provide details: |
| Has the organisation previously been refused OR had its student exchange organisation registration cancelled in any State / Territory in which it operates?[ ]   Yes [ ]   No If Yes, please provide details: |

# Part 2 – Organisation

## 2.1 – Eligibility for approval

### Eligibility to apply for a student exchange approval (St. 5.4) & Not-for-profit status and financial viability (St. 5.5)

Please provide the following documentation:

[ ]  evidence of the organisation’s not-for-profit capacity.

[ ]  statement regarding the organisation’s financial viability confirming it has the necessary resources to fulfil its obligations and responsibilities for the duration of the approval.

### Fit and proper person requirement (St. 5.6) & Changes to SEO governance (St. 5.21)

Please provide the following documentation:

[ ]  the procedure for ensuring the organisation notifies the Queensland Registration Authority (the International Quality Schools Unit within the Queensland Department of Education) of any changes to the ownership, control or executive management (i.e. PEO) within 10 days of the change taking effect. The procedure should identify the staff member with responsibility for providing this notification.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

## 2.2 – Structure of the ISSE program

### Use of the term ‘student exchange’ (St.5.2)

Please provide the following documentation:

[ ]  the procedure for ensuring all inbound students enter Australia on a student visa (subclass 500). The procedure should identify the staff member with responsibility for confirming a visa has been granted prior to arrival, and detail any steps the organisation will take in the event it identifies a visa has not been granted to a student due to arrive.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

### Reciprocity (St. 5.3)

Please provide the following documentation:

[ ]  the process for ensuring the organisation maintains reciprocity across its Queensland program. The procedure must address the process for ensuring the organisation will send an equal number of students from Queensland as the organisation hosts in Queensland over a 2-year period.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

Please note - reciprocity points can be accrued for programs which comply with the following rules:

*There is no minimum program duration; however to qualify as a secondary exchange student:*

* *the student must be enrolled as a full time student at a secondary school;*
* *the student must commence school in line with the agreed commencement date on the AASES form or on the Outbound Student Notification;*
* *the student must attend school and participate fully in the school’s academic program, as required by the school;*
* *all arrangements for the welfare and accommodation of the student must meet the requirements of the Guidelines (i.e. must be accommodated with a volunteer host family); and*
* *for inbound students, the student must arrive on a student visa obtained via an AASES form.*

*The maximum duration for an ISSE program is 12 months.*

## 2.3 – Organisational structure

### Organisational Structure (St. 5.7)

Please provide the following documentation:

[ ]  an organisational chart and a position description for each position identified on the organisational chart, outlining the duties and responsibilities of each position (please reference paid and volunteer staff).

[ ]  evidence to establish the organisation, through the organisation’s structure or third-party arrangements, can facilitate the provision of effective and appropriate support to participating inbound and outbound students.

[ ]  copy of the information the organisation intends to provide to its coordinators, outlining the role and responsibilities of the coordinator.

[ ]  the procedure for ensuring the organisation will have sufficient staff to provide all inbound students with local coordinators in all locations it intends to place students. The procedure should identify the staff member responsible for the recruitment of regional and/or local coordinators. The procedure should also address the steps the organisation intends to take to monitor and support each coordinator.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

### Criminal record checks / Working with Children Checks (St. 5.8)

Please provide the following documentation:

[ ]  procedure for ensuring all staff (paid and volunteer) with access to students’ personal information hold an appropriate Working with Children check. Please ensure the procedure identifies a staff member with responsibility for monitoring this requirement and addresses the steps the organisation intends to take to ensure these checks remain current.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

### Training (St. 5.9)

Please provide the following documentation:

[ ]  a copy of the organisation’s staff training program.

*Please note, the staff training program must include, as a minimum, instruction in:*

* *conflict resolution;*
* *procedures for handling and reporting emergency situations and critical incidents;*
* *information on child safety standards and reporting requirements;*
* *procedures for handling and reporting allegations of sexual misconduct or any other allegations of abuse or neglect;*
* *the criteria to be used to screen potential host families and exercise good judgement in assessing if the host family will be able to provide the appropriate environment and support for an exchange student; and*
* *Guidelines informed by the EOS Act and the WWC Act requirements, as they relate to the role of the coordinator and student support staff.*

[ ]  the procedure for ensuring all staff (paid and volunteer) are provided with training which addresses the requirements above, specific to their role within the organisation. Please ensure the procedure identifies the staff member with responsibility for ensuring compliance with this requirement.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

### Selection of students (St. 5.12)

Please provide the following documentation:

[ ]  a copy of the selection criteria for inbound and outbound students.

[ ]  a copy of the outbound exchange student application form.

[ ]  a copy of the inbound exchange student application form (if applicable).

[ ]  the procedure for the recruitment and selection of students. Please ensure the procedure identifies the staff member with responsibility for the selection of students.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

### Support for students and host families (St. 5.17)

Please provide the following documentation:

[ ]  a copy of the information the organisation intends to provide to host families, outlining all available support. Please ensure this information addresses the requirements outlined in St. 5.17 and identifies the various staff with responsibility and their duties.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

### School liaison (St. 5.20)

Please provide the following documentation:

[ ]  the procedure for maintaining effective liaison with each host school. Please ensure the procedure identifies the staff member with responsibility for maintaining contact with the host school. Where the organisation delegates the responsibility for routine contact with the school to a volunteer coordinator, the procedure should identify a member of staff within head office who oversees the contact with each host school.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

## 2.4 – Third-party arrangements

### Third-party arrangements (St. 5.10) – Record keeping for third party arrangements

Please provide the following documentation:

[ ]  a copy of the contract / agreement the organisation has with each of its overseas partners.

[ ]  If the organisation has agreements with more than 3 overseas partners, provide 3 signed current agreements and a statement confirming the organisation has a current agreement with all other organisations outlined in Part 1 section 1.7.

*Please note – ‘third-party arrangement’ refer to any overseas organisation or company with whom the student exchange organisation has an agreement to organise an element of the organisation’s outbound program (e.g. arranging overseas host families, overseas host school placements and general support). These arrangements do not include companies such as travel agents, airlines or transport providers accessed as a ‘client’.*

### Third-party arrangements (St. 5.10) – Monitoring of third-party arrangements

Please provide the following documentation:

[ ]  the procedure for monitoring the organisation’s overseas partner organisation’s service delivery, including host family recruitment and placement, host school placement and general support. The procedure should identify the steps the organisation will take in the event the partner organisation does not comply with the requirements under Standard 5.10.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

### Third-party arrangements (St. 5.10) – Management of critical incidents

Please provide the following documentation:

[ ]  a copy of the overseas partner / third-party organisation’s *Critical incident policy*. Please ensure the policy addresses all the requirements under Standard 5.10.

[ ]  the procedure for managing any overseas critical incident. The procedure should identify who within the organisation is responsible for liaising with the overseas partner / third-party organisation in the event of a critical incident.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

### Changes to third-party arrangements – St. 5.10 and 5.23

Please provide the following documentation:

[ ]  the procedure for ensuring the organisation notifies the Queensland Registration Authority (the International Quality (Schools) Unit within the Department of Education) of any changes to the organisation’s third-party arrangements within 10 days of the change taking effect. The procedure should identify the staff member with responsibility for providing this notification.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

# Part 3 – Information for inbound and outbound students

## 3.1 – Marketing to prospective students

### Purpose of student exchange program (St. 5.1)

*And*

### Use of the term ‘student exchange’ (St. 5.2)

*And*

### Structure of student exchange programs (St. 5.11)

And

### Selection of students (St. 5.12)

Please provide the following documentation:

[ ]  a copy of the marketing information for outbound students which will be published on the organisation’s website or provided to students prior to acceptance into the program. Please ensure the marketing material addresses the requirements under St.5.1, 5.2, 5.11 and 5.12.

### Health insurance (St. 5.13)

Please provide the following documentation:

[ ]  copy of the information the organisation intends to provide to both inbound and outbound students in relation to the requirement to have appropriate heath cover. If the organisation arranges health insurance on behalf of either inbound or outbound students, please ensure the submission includes information on what is covered in the insurance.

[ ]  the procedure for ensuring every inbound and outbound student has appropriate insurance on commencement of their program. Please ensure the procedure identifies the staff member with responsibility for ensuring compliance with this requirement.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

### Program discounting (St. 5.19)

If the organisation intends to offer program discounts, please provide the following documentation:

[ ]  a copy of the information the organisation intends to provide to outbound students in relation to the program discount and associated expectations.

## 3.2 – Information for students and host families

### Orientation for students and host families (St. 5.16)

Please provide the following documentation:

[ ]  a copy of the orientation program for students.

[ ]  a copy of the orientation program for host families.

[ ]  an outline of when the orientation program will be conducted for both student and host families.

[ ]  the procedure for ensuring every outbound student and every host family has access to the orientation program prior to or on commencement of the exchange program. The procedure should identify the staff member with responsibility for overseeing the orientation programs as well as the staff member with responsibility for delivering the orientation program.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

*Please note, the organisation’s orientation program for students and host families must include information about:*

* *the program’s rules and expectations;*
* *roles and responsibilities of students and host families;*
* *seeking assistance and reporting any incidence or allegations involving actual or alleged sexual, physical or other abuse;*
* *relevant child protection laws governing minors in student’s destination country;*
* *emergency contacts (inbound - nominated staff member in Australia; outbound – coordinator in destination country);*
* *the organisation’s complaints process; and*
* *how to contact the Queensland Registration Authority.*

### Outbound students (St. 5.27)

Please provide the following documentation:

[ ]  a copy of the information the organisation intends to provide to parents of students in relation to child protection laws and services in the student’s destination country, including the process for a criminal record check of the overseas host family.

Please confirm:

[ ]  The required documentation is included in the attached Exchange Student Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

# Part 4 – Student Welfare / Host families

## 4.1 Host families

### Screening of host families (St. 5.14)

Please provide the following documentation:

[ ]  a copy of the information the organisation provides host families confirming the family is providing accommodation and board on a voluntary basis, and does not receive payment of board or any subsidy as a condition of the student’s placement.

### Prevention of conflict of interest (St. 5.15)

Please provide the following documentation:

[ ]  the procedure for ensuring the organisation manages any conflicts of interest in the placement of students with a host family. Please ensure the procedure identifies the staff member with responsibility for identifying and managing potential conflicts of interest.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

*Please note - a person who is an employee, volunteer or involved in the management of an organisation must not be selected as a host family except in emergencies and only with the prior approval of the Queensland Registration Authority.*

## 4.2 Inbound student requirement

### Screening of host families (St. 5.14) – inbound students

Please provide the following documentation:

[ ]  a copy of the organisation’s selection criteria for the recruitment of host families.

[ ]  a copy of any support documents the organisation intends to use in the selection and screening process, such as host family home check lists or similar.

[ ]  a copy of the contract the organisation intends to enter into with each host family.

[ ]  a copy of the organisation’s Blue Card register.

[ ]  the procedure for selecting and screening host families. Please ensure the procedure identifies the staff member with responsibility for the initial recruitment of families, as well as the staff member with responsibility for the screening and ongoing monitoring of host families.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

### Screening of host families (St. 5.14) – multiple placements

Please provide the following documentation:

[ ]  the procedure for the placement of more than one student with the same host family. Please ensure the procedure identifies the staff member with responsibility for communicating the multiple placement to all involved parties.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

### Screening of host families (St.5.14) – single adult host

Please provide the following documentation:

[ ]  the procedure for selecting and screening a single adult host parent without children in the residence. Please ensure the procedure identifies the staff member with responsibility for the initial review as well as the staff member with responsibility for the secondary review. The procedure should also identify the staff member with responsibility to ensuring the student and their family agree to the placement.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

## 4.3 Outbound student requirement

### Selection and screening of host families under a third-party arrangement

*And*

### Screening of host families (St. 5.14) – third-party organisations

Please provide the following documentation:

[ ]  the procedure for ensuring the organisation’s third-party organisation has appropriately selected and screened the host family for each outbound student. Please ensure the procedure identifies the staff member with responsible for overseeing this requirement.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

# Part 5 – Student protection and consumer protection

## 5.1 – Student protection

### Structure of student exchange program (St. 5.11)

*And*

### Changes to student exchange programs – inbound and outbound (St. 5.22)

Please provide the following documentation:

[ ]  the procedure for managing program changes. Please ensure the procedure identifies the staff member with responsibility for managing and notifying of program changes.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

### Minimum scheduled SEO contact with students and host families (St. 5.18)

Please provide the following documentation:

[ ]  the procedure for the maintaining the required minimum schedule of contact. Please ensure the procedure addresses both inbound and outbound students and identifies the staff member with responsibility for ensuring the schedule for minimum contact is maintained for all students.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

*Please note, the organisation may satisfy this requirement for its outbound students by ensuring a monthly schedule of personal contact by a member of the organisation’s overseas partner / third-party organisation is maintained and communicated to the organisation.*

### Response to critical incident (St. 5.26)

Please provide the following documentation:

[ ]  the procedure for responding to and managing critical incidents. Please ensure the procedure addresses both inbound and outbound students and identifies the staff member with responsibility for managing a critical incident for inbound students and liaising with the third-party / overseas partner organisation for outbound students.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

### Outbound students (St. 5.27)

Please provide the following documentation:

[ ]  the procedure for managing outbound student travel which addresses the requirements of Standard 5.27. Please ensure the procedure identifies the staff member with responsibility for overseeing each element in the standard.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

### Exchange student safety card (St. 5.28) – inbound students

*and*

### Exchange student safety card (St. 5.28) – outbound students

Please provide the following documentation:

[ ]  a copy of inbound student safety card the organisation intends to use.

[ ]  a copy of outbound student safety card the organisation intends to use.

### Reporting incidents or allegations of abuse (St. 5.29)

Please provide the following documentation:

[ ]  the procedure for managing reports of incidents or allegations of abuse. If the organisation operates in more than one jurisdiction, please ensure the submission has been tailored to reflect the reporting obligations in Queensland. Please ensure the procedure identifies the staff member with responsibility for overseeing this requirement.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

### Privacy of student information (St. 5.31) – social media policy

Please provide the following documentation:

[ ]  a copy of the organisation’s *Social media policy*.

[ ]  the procedure for implementing this social media policy. Please ensure the procedure identifies the staff member with responsibility for overseeing this requirement.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

### Information for students and host families on privacy (St. 5.32)

Please provide the following documentation:

[ ]  a copy of the information the organisation intends to provide to student and host families in relation to the use of social media.

[ ]  the procedure for managing the privacy of all exchange students and host families. Please ensure the procedure identifies the staff member with responsibility for overseeing this requirement.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

## 5.2 Consumer protection

### Resolution of problems (St. 5.30)

Please provide the following documentation:

[ ]  a copy of the organisation’s *Complaints and appeals policy*.

[ ]  the procedure for implementing the complaints and appeals policy. Please ensure the procedure identifies the staff member with responsibility for overseeing this requirement.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

### Privacy of student information (St. 5.31)

Please provide the following documentation:

[ ]  the procedure ensuring the organisation protects all personal information. Please ensure the procedure identifies the staff member with responsibility for overseeing this requirement.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

### Program evaluation (St. 5.33)

Please provide the following documentation:

[ ]  a copy of the organisation’s program evaluation for students and host families.

[ ]  the procedure for program evaluation and monitoring of third-party / overseas partner organisations. Please ensure the procedure identifies the staff member with responsibility for overseeing this requirement.

Please confirm:

[ ]  The required documentation is included in the attached Staff Handbook.

OR

[ ]  The required information has been included in the submission as stand-alone documents.

# Part 6 - Submission details

## Submission requirements

Please note all applications must be submitted electronically; hard copies of documents will not be accepted.

Please return the completed form, and all attachments, to the International Quality (Schools) Unit via email at:

 InternationalRegistration@qed.qld.gov.au

Please be advised, there is a size limit on this inbox. You may wish to zip files before emailing or alternatively email each section above in a separate email.

If each section of your submission is larger than 10MB, you may wish to copy the documentation onto a memory-stick and post it to us at:

 International Quality (Schools) Unit

 Education House

 PO Box 15033

 Brisbane City East QLD 4002

If you have any questions regarding this form, please contact us on **(07) 3513 6748**

***Privacy notice:***

*The International Quality (Schools) Unit collects ‘personal information’ within the meaning of the Queensland Government Information Privacy Act 2009, which deals with the collection and handling of such information by government agencies.*

*Information collected on this form is in accordance with the Education (Overseas Students) Act 2018 to assess your application for approval.*

*Personal information is collected and used to:*

* *process applications*
* *ask further questions or request further information*
* *enable the International Quality (Schools) Unit to make decisions under the Education (Overseas Students) Act 2018*

*The type of personal information collected may include:*

* *personal details, including name, postal address, phone number, email*
* *enquiries or complaints*

*Personal information may be disclosed to third party entities if applicable. Examples of these entities are:*

* *The Queensland Minister for Education*
* *The Director-General (or delegate) and other relevant areas within the Queensland Department of Education*
* *The Australian Government’s Department of Home Affairs*
* *International Quality (Schools) Unit staff administering and processing applications and registration amendments*

*Certain information collected may also be published under the Open Data (*[*data.qld.gov.au*](https://data.qld.gov.au/)*) if suitable for release.*

*In other instances, information collected can be disclosed without further consent where authorised or required by law.*

Attachment A

**Change in Principal Executive Officer (PEO)**

This person assumes responsibility for the organisation’s compliance with legislative requirements in the [Education (Overseas Students) Act 2018](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2018-001) [the ‘EOS Act’] and [Guidelines for the operation of international secondary student exchange programs](https://www.qld.gov.au/education/schools/information/programs/exchange/pages/organisations) in Queensland.

Where the student exchange organisation is a non-state school, this person must be nominated by the school’s governing body (e.g. the Principal of the school).

The person identified as the Principal Executive Officer will be the point of contact for any matters pertaining to the organisation’s compliance under the EOS Act.

|  |  |
| --- | --- |
| Title |  |
| First name/s |  |
| Surname |  |
| Position |  |
| Email address |  |
| Phone number |  |

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| **‘Fit and Proper person’ declaration** |
| 1. | Were you involved in the management of a student exchange organisation at the time that the organisation had their registration suspended or cancelled by a state/territory registration authority in Australia? | Yes [ ] No [ ]  |
| 2. | Were you involved in the management of a student exchange organisation at the time that the organisation had conditions imposed on their registration by a state/territory registration authority in Australia? | Yes [ ] No [ ]  |
| 3. | Have you ever been charged with or convicted of an indictable offence? | Yes [ ] No [ ]  |
| 4. | Have you ever become bankrupt? | Yes [ ] No [ ]  |
| 5. | Have you ever been disqualified from managing corporations under the Corporations Act? | Yes [ ] No [ ]  |
| 6. | Have you ever been refused a Working with Children Check in any state/territory in which the organisation operates? | Yes [ ] No [ ]  |
| 7. | Have you ever been found not to be a fit and proper person under the Queensland Guidelines or any equivalent interstate guidelines? | Yes [ ] No [ ]  |
| 8. | Have you ever been found to have provided a state/territory registration authority with false or misleading information or made a false or misleading statement to a state/territory registration authority in relation to any matter under the Queensland Guidelines or equivalent interstate guidelines? | Yes [ ] No [ ]  |
| If you have answered YES to any of the questions 1-8 above, you must provide further details below: |
| **Declaration**:Made under the Queensland ***Oaths Act 1867*** 1I2, , do solemnly and sincerely declare that the information I have provided in this Fit and proper person requirements declaration is true and accurate and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.Signed 3Declared at the day of (month) (year)Before me, 4 51 A person who wilfully makes a false declaration is guilty of an offence punishable by imprisonment.2 Here print the name, address and occupation of person making the declaration.3 Signature of person making the declaration.4 Signature of person before whom the declaration is made.5  Here insert title of person before whom the declaration is made (Justice of the Peace, notary public, Commissioner for taking affidavits, etc). |