

**South Australian
Government Schools**



Establishing the International Student Program

Regional Schools



School Portal Login

Username:

Password:



**Government
of South Australia**

Department for Education
and Child Development

www.internationalstudents.sa.edu.au

Table of Contents

Establishing the Regional Program.....	2
Accreditation	2
STUDENT PLACEMENT IN REGIONAL SCHOOLS	2
High School Graduate Program and Primary School Program	2
Regional Study Abroad Program (SAP).....	2
BENEFITS TO THE SCHOOL AND LOCAL COMMUNITY	3
RESPONSIBILITIES OF IES AND THE REGIONAL SCHOOL.....	3
HOMESTAY PROGRAM.....	4
Recruiting homestay families.....	4
Accrediting homestay families	4
Matching students and homestays	5
DHA-approved Guardian.....	5
FINANCE INFORMATION	6
School payments.....	6
Homestay payments	6

School Portal

Information sheets and forms referred to in this document are available in the school portal.

Login to www.internationalstudents.sa.edu.au/login using your school login details

Please contact the IES strategic communications team on decdisp@sa.gov.au or 8226 3402 for your login details.

IES 24 Hour Emergency Phone

Please ensure all members of the leadership team and anyone associated with the ISP at your school has these numbers stored in their phones.

During office hours call **8226 3402** After hours on **0401 123 205**

Establishing the Regional Program

Introduction

International students can study at a South Australian government school in one of a number of fee-paying programs:

- **High School Graduate Program** – for students intending to complete their SACE or study for longer than one year
- **Primary School Program** – for students intending to study for longer than one year
- **Regional Study Abroad Program** – for students wanting a short term study experience, of 1 to 4 terms. Specially developed to encourage more international student participation in regional schools.
- **Study Tour Program** – for groups of students wanting a cultural experience, for 2 to 6 weeks

Students can be placed in all programs in accredited regional (non-metropolitan) schools (or schools willing to become accredited).

This document is intended to support schools and ISP managers in establishing the regional program. For day-to-day management of programs, schools can refer to *'Managing the International Student Program – High Schools'*, *'Managing the International Student Program – Primary Schools'* and/or *'Managing Study Tours'*.



Download *'Managing the International Student Program – High Schools'*, *'Managing the International Student Program – Primary Schools'* and *'Managing Study Tours'* from the school portal.

Accreditation

Regional schools wishing to enroll international students must be DECD – IES accredited.

IES has developed an accreditation process to be undertaken by government schools that wish to host full fee-paying international students. Only schools accredited by IES can accept international students (visa subclass 500 – school sector).

Accredited schools are required to:

- comply with the Education Services for Overseas Students (ESOS) National Code of Practice (The National Code 2018)
- meet the quality service standards set by IES.

Accredited schools can use the Department for Education and Child Development (DECD) - IES accreditation stamp on their marketing and promotional materials.

To maintain accreditation, schools which host international students in any calendar year are required to complete a brief online annual report for the purposes of compliance monitoring of The National Code 2018 and IES quality standards. Schools will be sent a reminder in term 4 to complete their annual report.



Download *'school registration and accreditation'*, *'accreditation stamp files'* and *'annual report'* from the school portal.

STUDENT PLACEMENT IN REGIONAL SCHOOLS

High School Graduate Program and Primary School Program

Students / their families may request a regional school because a relative or family friend living in the area is able to host the student. Where the host is not a Department of Home Affairs (DHA) approved guardian the school is required to accredit the family as a nominated homestay (see homestay program).

Schools receive a proportion of tuition fees for students undertaking this program, which can be used as discretionary funding.

Regional Study Abroad Program

This program has been designed to attract students to regional schools. The school is required to source and accredit homestay families, meet students on arrival and arrange regional flights if required.

Where a regional school is requested because a relative or family friend lives in the area and is able to host the student the school is required to accredit the family as a nominated homestay (see homestay program). Please note in this arrangement, the school is not required to meet the student on arrival or arrange regional flights.

Schools receive a proportion of tuition fees for students undertaking this program, which can be used as discretionary funding. Regional schools also receive \$200 homestay placement fee and \$100 airport arrival fee per student where the student will be living with a school sourced homestay.

BENEFITS TO THE SCHOOL AND LOCAL COMMUNITY

The school and local community receive many direct and indirect benefits from hosting international students, including an opportunity to:

- incorporate a global perspective into the school curriculum
- strengthen the Languages other than English (LOTE) curriculum
- form two-way learning and networking structures and forge lifelong friendships
- raise the self-esteem and school pride of students by actively involving them in the delivery of program activities
- promote cultural sharing and global understanding in the wider school community.



Download '*benefits of international education for school community*' from the school portal.

RESPONSIBILITIES OF IES AND THE REGIONAL SCHOOL

To facilitate a successful program and outcome for students, the roles and responsibilities of International Education Services (IES) and schools have been identified. These responsibilities are listed below and are also represented as a series of flow charts (see Appendices 2 to 8 for more detailed information). Schools are advised to contact IES for more details and assistance if required.

DECD - IES is responsible for:

- marketing and promoting the Regional Study Abroad Program both offshore and onshore
- training appropriate school personnel in the IES Accreditation processes (school & homestay)
- forwarding student application and Letter of Offer (LoO) to school
- meeting student at airport for transfer to regional flight (Port Lincoln, Mount Gambier, Kangaroo Island)
- providing support to school regarding International Student Program requirements
- collecting fees from agents and/or enrolling students
- arranging Overseas Student Health Cover (OSHC), where appropriate, and forwarding cards to school for distribution to students
- providing support/advice to the school in the preparation of the tax invoice
- processing payment of the school invoice which represents tuition fees, homestay placement fee and airport reception fee after IES has received all required fees
- collecting and remitting payments to homestay families (that were sourced by the school)
- updating PRISMS with student contact details and any subsequent changes
- arranging amended/replacement OSHC cards where required
- managing school transcripts for Brazilian, Japanese and Mexican students in association with the school
- providing information to school about processes for a student wishing to extend their program

The regional school is responsible for:

- undertaking IES accreditation processes (school and homestay)
- recruiting and accrediting homestay families in line with the IES accreditation process
- ensuring Department for Communities and Social Inclusion (DCSI) clearances are completed
- organising homestay placement and forwarding details to IES
- negotiating subject selection with student prior to arrival, where possible
- booking and paying for the regional flight connection to and from Adelaide (Port Lincoln, Mount Gambier, Kangaroo Island)

- providing a “meet & greet” service at Adelaide Airport or regional airport (Port Lincoln, Mount Gambier, Kangaroo Island)
- providing ongoing student support services including:
 - monitoring student wellbeing, attendance and academic progress
 - providing a 24-hour emergency contact service
- conducting the program and all aspects of its management in line with relevant DECD / IES policies
- delivering an orientation program
- disseminating OSHC cards
- completing all invoice procedures in line with IES Business & Financial Services requirements
- managing homestay changes and notifying IES in advance of any change
- managing any damage/unpaid accounts caused by the student in the homestay
- providing term reports to student and agent
- providing transcript at completion of program (if required)
- organising the student’s departure including:
 - confirming flight departure details with student & advising IES where required
 - arranging flight to Adelaide (if appropriate) and/or transfer to Adelaide Airport
- notifying IES when student wishes to extend their program
- completing any required reporting for ongoing accreditation purposes

A flowchart has been developed to show the process from application to arrival for students studying in regional SAP and graduate programs. A checklist has also been developed which can be modified for use by the ISP Manager.



Download ‘*application to arrival flowchart*’ and ‘*School checklist for managing regional study abroad program*’ from the school portal and modify for your use.

HOMESTAY PROGRAM

Under student visa conditions students who are over 12 and under 18 years of age and not residing with a relative (guardian) approved by DHA are required to live in approved (accredited) homestay accommodation.

Schools participating in the Regional Study Abroad Program are required to recruit and accredit homestay families from their local community to host their international students. Potential homestay families must be 25 years of age or over.

Recruiting homestay families

IES has developed a homestay recruitment strategy template to assist schools in the recruitment of prospective homestay families. Schools can adjust this template to suit their needs.

The IES strategic communications team can also assist with advertising and promotional materials. Email decdisp@sa.gov.au for assistance.



Download ‘*Homestay recruitment strategy template*’ from the Managing the homestay section in the school portal.

Accrediting homestay families

Accreditation ensures families are aware of their responsibilities and can provide the required duty of care, support and suitable accommodation to the student(s).

IES provides training for school staff on the homestay accreditation process. Please contact IES to organise training.

Documents required for the homestay accreditation process for school-sourced homestay families are:

- Homestay accreditation flowchart
- Homestay application form for regional schools – to be completed by family

- Home visit and interview form – identifies checks to be completed by school staff during the home visit and interview
- Code of conduct and quality service expectations – to be provided to and discussed with the homestay family
- Child protection responsibilities – to be provided to and discussed with the homestay family
- Homestay family handbook – to be provided to and discussed with the homestay family
- Electronic Funds Transfer (EFT) form for homestay parents sourced by school – to be completed by family to enable homestay payments to be transferred



Download '*Homestay accreditation flowchart*', '*Homestay application form for regional schools*', '*Home visit and interview form*', '*Code of conduct and quality service expectations*', '*Homestay family handbook*', '*Child protection responsibilities*' and '*EFT form for homestay parents*' from the Managing the homestay section in the school portal.

Overseas families may also nominate family friends / relatives as a host family for their child. Such a family is referred to as a nominated homestay and must also undertake the accreditation process.

When a student applies for a regional SAP or graduate program with a nominated homestay, IES will forward a nominated homestay application form to the nominated family and instructions for completing DCSI clearances for every member of the household over 18 years old. IES will notify the school when the homestay visit can take place.

Documents required to complete the homestay accreditation process for nominated homestay families are:

- Homestay accreditation flowchart
- Home visit and interview form – identifies checks to be completed by school staff during the home visit and interview
- Code of conduct and quality service expectations – to be provided to and discussed with the homestay family
- Child protection responsibilities – to be provided to and discussed with the homestay family



Download '*Homestay accreditation flowchart*', '*Home visit and interview form*', '*Code of conduct and quality service expectations*' and '*Child protection responsibilities*' from the Managing the homestay section in the school portal.

Matching students and homestays

To support schools with the matching process a flowchart has been developed which outlines the process. When matching students with homestays please refer to the document '*Agent requirements for placing students in homestays*'.

Once a student is matched with a 'school-sourced' homestay family, the completed visit and interview record and a brief description of the accommodation must be forwarded to IES, Attention: Student Services. This information is required at least 6 weeks before the student's course commences. IES then forwards the homestay details to the student's agent / parents.



Download '*Homestay matching flowchart*' and '*Agent requirements for placing students in homestays*' from the Managing the homestay section in the school portal.

DHA- approved Guardian

If an international student will be living with a DHA-approved guardian¹ accreditation is not required. The relative is responsible for the student's welfare and accommodation arrangements.

For students living with a DHA-approved guardian; schools are required to advise IES of any change to address or contact details.

¹ includes a parent, legal custodian, sibling (over 21), step-sibling (over 21), grandparent, step-grandparent, aunt, uncle, step-aunt, step-uncle.

In any of the above accommodation arrangements the school is required to monitor the students' welfare and well-being and inform IES if there are any concerns. The school should also contact IES if the student wishes to change these arrangements.

FINANCE INFORMATION

School payments

For students enrolled in the Graduate Program schools will receive a percentage of the tuition fees and a \$200 homestay placement fee (for students living with a nominated homestay)

For students enrolled in the Regional Study Abroad Program schools will receive a percentage of the tuition fees, \$200 homestay placement fee (for students living in homestay - school sourced or nominated) and \$100 airport arrival fee (for students living with a school sourced homestay).

The tuition fee covers tuition, additional subject fees (e.g. Food and Hospitality, Outdoor Education, PE), school text books, initial stationery and support services provided by the school (but excludes camps, excursions etc).

The homestay placement fee (\$200) covers accrediting the homestay, matching the student with an accredited homestay (where required), monitoring homestay accommodation care and supporting homestays and students where appropriate.

The airport reception fee (\$100) covers meeting the student at the airport (Adelaide or regional). The school may choose to pay the airport reception fee to the homestay in cases where the homestay meets the student at Adelaide Airport.



Download 'Finance invoices flowchart' from the Managing the homestay section in the school portal.

Homestay payments

For regional school accredited homestays, homestay fees are paid by IES on the students' behalf. Payments are calculated from the day of arrival and are paid fortnightly (1 week in arrears and 1 week in advance). The homestay fees cover full board and family care and support.

Where students are hosted by a nominated homestay family any financial arrangements are made between the families.

For further information contact:

International Education Services
Department for Education and Child Development
Ground Floor West, 31 Flinders Street
GPO Box 1152, Adelaide SA 5001 AUSTRALIA
Email: decdisp@sa.gov.au

Ph: 8226 3402

Fax: 8226 3655

Approved on: 23.01.18

Authorised by: Director, International Education

International Education Services

Department for Education and Child Development
T/A South Australian Government Schools CRICOS Provider Number: 00018A

GPO Box 1152, Adelaide 5001
South Australia AUSTRALIA
Web: www.internationalstudents.sa.edu.au

Telephone: +61 8 8226 3402
Fax: +61 8 8226 3655
Email: decdisp@sa.gov.au