

Policy and Procedure Register updates – Summary of changes to:

International School Study Tours procedure

1. Reason for new/updated policy or procedure (select all that apply)		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input checked="" type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>The new <i>International School Study Tours (ISSTs)</i> procedure and supporting documents aim to strengthen and clarify processes and requirements when planning ISSTs.</p> <p>The procedure and supporting documents replace the <i>Guidelines for international school study tours</i>.</p>		
2. Summary of changes		
<p>The procedure aims to formalise processes relating to the planning, endorsing and approval of ISST applications.</p> <p>Significant procedural changes to be noted include:</p> <ul style="list-style-type: none"> • The introduction of minimum age requirement of 11 years old, or in Year 6 (whichever comes first). This is older than other states and territories with minimum age requirements; • Homestay in country is no longer an option for ISSTs. Only COVID safe hotel or similar accommodation is permitted and evidence of the accommodation's COVID Safe Industry Plan (or similar) is to be provided at the time of application submission; and • the relevant Regional Director/Assistant Regional Director is the final approving officer for all ISST applications regardless of Principal travelling. 		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way</i> ?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities	<input checked="" type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
Position title	Summary of change	Page #
Regional Director/Assistant Regional Director	Under the new procedure, all ISSTs applications are to be approved by the relevant Regional Director/Assistant Regional Director.	Pg 3
4. Communication and support for implementation		
<p>Routine internal communication channels – OneSchool Homepage, ISSTs OnePortal page, OnePortal Bulletin Board, State Schools Update, RDs Blast</p> <p>Updated OneSchool help material reflecting the procedure requirements.</p>		
For further assistance, please contact:		
<p>International Travel Unit, Office of the Assistant Director-General, Rural, Remote and International Telephone: (07) 3513 5748, Email: international.travel@qed.qld.gov.au</p>		