

Policy and Procedure Register updates – Summary of changes to:

Course progress – subclass 500 (schools) visa procedure

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|--|---|---|
| 1. Reason for new/updated policy or procedure <i>(select all that apply)</i> | | |
| <input type="checkbox"/> Change of policy/procedure requirements | <input type="checkbox"/> Audit/review recommendation | |
| <input type="checkbox"/> Change to legislation/delegations | <input checked="" type="checkbox"/> Due for review | <input type="checkbox"/> Other |
| <p>To outline the steps followed to apply, assess applications to enrol, and approve applicants in International Student Programs (ISP) registered courses, as well as to report the necessary information for the safe arrival and collection of overseas students onshore.</p> <p>This procedure also includes the steps required for the applicant to apply to defer an enrolment prior to arrival, due to compassionate or compelling reasons.</p> <p>This procedure is being updated to as part of standard timeframe review and to ensure content is current and easy to read.</p> | | |
| 2. Summary of changes | | |
| <ul style="list-style-type: none"> • Structure has been rearranged for better readability and clarity. • Added EQI Officer role that is responsible for review and monitor student course progress cases. • Removal of the show cause letter process to better align with Education Services for Overseas Students (ESOS) legislation requirements and allow smoother flow with complaints and appeals procedure. | | |
| 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 type="checkbox"/> Revised responsibilities | <input checked="" type="checkbox"/> New/additional responsibilities | <input type="checkbox"/> Removed responsibilities |
| Position title | Summary of change | Page # |
| EQI Officer | <ul style="list-style-type: none"> • New role added to the procedure • Added action to review course progress cases and issue letter to students | 2 and 5 |
| School principal | <ul style="list-style-type: none"> • Decide whether to grant one additional study period to achieve course progress, when an overseas student's course progress has been significantly impacted by an approved suspension of enrolment | 2, 4 and 5 |
| 4. Communication and support for implementation | | |
| <p>Routine internal communication channels – OneSchool Homepage, OnePortal Bulletin Board, DoE News, DDG SS to RDs email, ISP News to principals.</p> <p>Procedure contact:</p> <p>International Student Programs Department of Education International Phone: 1800 316 540 (inside Australia) +61 7 3513 5301 (outside Australia) Email: EQInternational@qed.qld.gov.au</p> | | |