

Policy and Procedure Register updates – Summary of changes to:

Distance education – subclass 500 (schools) visa procedure

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
This procedure outlines the roles and responsibilities of employees of schools and EQI, and the steps they follow to facilitate EQI students studying a subject through a state school of distance education that is EQI accredited.		
2. Summary of changes		
The changes to this procedure focus on:		
<ul style="list-style-type: none"> including delegations where applicable modifying the wording to incorporate the allowance for two subjects (in compelling cases) including actions for students to complete the required documentation in a timely fashion / by the allocated deadlines provided by the DE Centre removing Homestay providers from procedure restructuring the process section into chronological order. 		
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 type="checkbox"/> New/additional responsibilities <input checked="" type="checkbox"/> Removed responsibilities		
Position title	Summary of change	Page #
EQI staff	Removed role and responsibilities from the procedure.	2
Overseas student	Added a new responsibility: acknowledge and return all distance education school documents in a timely manner.	2
4. Communication and support for implementation		
Routine internal communication channels – OneSchool Homepage, OnePortal Bulletin Board, DoE News, DDG SS to RDs email, ISP News to principals.		
Procedure contact:		
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		