Policy and Procedure Register updates – Summary of changes to:

Enrolment – subclass 500 (schools) visa procedure

1. **Reason for new/updated policy or procedure** *(select all that apply)*		
☐ Change of policy/procedure requirements	☐ Audit/review recommendation	
☐ Change to legislation/delegations	☒ Due for review	☐ Other

This procedure outlines the responsibilities and processes for the enrolment of students in International Student Programs (ISP) registered courses, the deferral of enrolment prior to arrival, and the arrival and collection of students onshore.

2. Summary of changes

The procedure has been reviewed to ensure currency and to improve readability. No changes have been made to responsibiltiies or overall process steps. Updates include:

- streamlining information in the purpose, overview and process
- revising wording of school staff responsibility for enrolment capacity and homestay capacity to more accurately depict school staff responsibility
- improving chronological flow of process section
- adding "Changes after approval" in the process flow

3. Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*?	☒ Yes	☐ No

If yes, select the type of change: *(select all that apply)*

☒ Revised responsibilities   ☐ New/additional responsibilities   ☐ Removed responsibilities

Position title	Summary of change	Page #
EQI Officer	• New role added to the procedure • Added action to approve deferral requests	2 6

4. Communication and support for implementation

Routine internal communication channels – OneSchool Homepage, OnePortal Bulletin Board, DoE News, DDG PPI to RDs email, ISP News to principals.

Procedure contact:

    International Student Programs

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