Policy and Procedure Register updates – Summary of changes to:

Student Orientation – 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

To clearly outline the roles and responsibilities of EQI and schools and the steps to follow in developing pre-arrival, arrival and ongoing orientation programs to support international students adjust to study and life in Queensland.

2. **Summary of changes**

The changes to the procedure focus on streamlining the content and making it easier to read, including:

- Minor changes to wording
- Re-ordering into chronology within process section
- Insertion of school website maintenance for international tab (removed from Enrolment procedure)

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 #
Nil.	Nil.	Nil.

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

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