



Procedure

Non-routine travel and activities for homestay students – Subclass 500 (schools) visa

Version effective: 24/01/2020
Version: 2.1

Audience

Education Queensland International staff ([EQI staff](#)), EQI [school staff](#), [Overseas students](#), EQI [homestay providers](#), [parents/Department of Home Affairs \(DHA\) approved guardians](#) of Overseas students and their [agents](#).

Purpose

To ensure appropriate controls are in place to mitigate risks when approving [non-routine](#) travel for [homestay students](#).

Overview

This procedure outlines the process homestay students follow to request to participate in non-routine travel and activities. Overseas students interested in any non-routine travel and activities (not arranged by the [school](#)) must obtain approval prior to taking part in that travel and activity. This procedure should be read in conjunction with the [Sports, leisure and recreation provider – Subclass 500 \(schools\) visa procedure](#).

This procedure does not cover:

- [School excursions and international school study tours](#)
- [Managing risks in school curriculum activities](#) (DoE procedure applies).

Responsibilities

EQI staff

- provide advice and support to the school principal and school staff implementing this procedure.

Homestay provider

- provide acknowledgment on the [Travel and activities request form](#)
- ensure that the Overseas student is appropriately supervised at all times as per the [Terms and conditions for homestay providers](#).

Parent/legal custodian

- provide signature approval for non-routine travel and activities requests in a timely manner.

School principal (or [delegate](#))

- approve, oversee and monitor homestay student participation in travel and activities
- address and resolve issues relating to homestay student participation or intended participation in travel and activities, for example, implementing [behaviour management](#) strategies for non-compliance
- escalate incidents, potential safety or student welfare concerns to EQI staff.

School staff

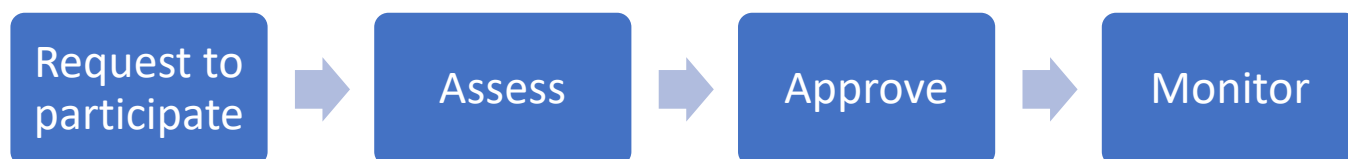
- advise the Overseas student of the process to request to participate in travel and activities, including, use of appropriate EQI sports, leisure and recreation (SLR) providers, time it may take to gain approval, contact officer and obtaining parent/legal custodian and homestay provider consent to participate
- assist Overseas student to access and complete the [Travel and activities request form](#)
- ensure the homestay student has adequate adult supervision and/or experience as per the [Standard terms and conditions](#) prior to approving non-routine travel requests
- ensure the homestay student has been [tested for water skills](#) (DoE employees only) prior to allowing access to water activities
- ensure homestay student access to appropriate SLR providers by gathering the necessary information, completing and submitting a [SLR Provider Application](#) (DoE employees only) to EQI for evaluation and approval
- review and seek Director, International Student Programs (ISP) approval of SLR providers at least annually
- review and assess homestay student requests to participate in non-routine travel and activities requests
- make recommendation to school principal and seek signature on [Travel and activities request form](#) for non-routine travel and activities
- escalate incidents, potential safety or student welfare concerns to the school principal.

Overseas student

- provide correct information on the [Travel and activities request form](#)
- ensure sufficient time is allowed to obtain all relevant approvals prior to travel and/or activity
 - Overseas students that submit forms too close to the travel and/or activity date risk not gaining approval from all necessary signatories on time
- ensure homestay conduct is maintained as per the [Standard terms and conditions](#).



Process



1. Request to participate

School staff

- ensure the Overseas student understands the process to participate in non-routine travel and activities, including obtaining parent/legal custodian and homestay provider consent.

Overseas student

- identify non-routine travel and activity as per the [Standard terms and conditions](#) and complete the [Travel and activities request form](#)
- seek approval from parent/legal custodian
- inform homestay provider and parent/legal custodian
- submit completed form to school staff for further approvals.

Homestay provider

- sign acknowledgment on travel and activity request form.

2. Assess

School staff

- assess Overseas student suitability as outlined in Section I: International student or homestay coordinator recommendation on the [Travel and activities request form](#)
- make a recommendation to the school principal regarding associated risks for participating in requested non-routine travel and activity.

School principal (or delegate)

- review Overseas student suitability as recommended by school staff.

3. Approve

School principal (or delegate)

- approve as per review and recommendation by school staff
- if the approval is not granted, provide written feedback as outlined on the [Travel and activity request form](#)
- notify school staff of approval status.

School staff

- notify the Overseas student of the outcome, ensuring the parent/legal custodian and homestay provider are informed of the decision
- discuss activity expectations with the Overseas student, such as supervision, and maintaining regular contact with homestay provider.

4. Monitor

Principal (or delegate)

- address and resolve issues relating to homestay student participation in travel and activities, for example, implementing [behaviour management](#) strategies for non-compliance.

Homestay provider and/or [EQI approved adult](#)

- ensure adequate supervision and ongoing monitoring of activity participation
- in the event of any safety, welfare or behavioural concerns during Overseas student participation in non-routine travel and activities, notify [1800QSTUDY](#) and refer to the EQI incident management procedure.

Overseas student

- maintain behaviour as per the [Standard terms and conditions](#)
- always remain contactable and practice open communication with your homestay provider.

Definitions

1800QSTUDY	A student hotline for managing incidents involving students across Queensland.
Agent	Education agent registered with EQI to recruit students for EQI programs.
Delegate	School delegates are senior school staff (other than the principal) who can be contacted in the absence of the school principal and who are authorised to make



	decisions on the principal's behalf (for example Deputy Principal, Head of Department or international program staff in senior positions).
DHA approved guardian	A parent, legal custodian or relative over the age of 21 approved by the Department of Home Affairs to be responsible for the welfare of overseas students entering ISP under the age of 18 years.
EQI	Education Queensland International
EQI approved adult	<p>The supervision requirement for a registered teacher as per the Curriculum Activity Risk Assessment (CARA) may be substituted with 'EQI approved adult' when conducting non-routine activities with EQI homestay students.</p> <p>An EQI approved adult is defined as:</p> <ul style="list-style-type: none"> • a homestay provider; • student's relative ("relative" means the student's parent, grandparent, great grandparent, brother, sister, uncle, aunt, niece, nephew or first cousin); • an adult who is known to the parent/legal guardian and is approved by the parent/legal guardian and is familiar with the student's needs, maturity, ability and behaviour.
EQI staff	DoE employees working in DEi, trading as EQI.
Homestay	<p>Homestay is accommodation services offered by a family, a couple or a single person where food and shelter and a safe, caring and supportive home environment is provided to a Student.</p> <p>For International Student Programs: Overseas student accommodation arranged by schools; EQI is responsible for the welfare of the student at all times, including outside school hours.</p>
Homestay provider	Homestay provider approved by EQI school to host overseas students in their home.
Homestay student	Overseas student in the EQI homestay program where EQI is responsible for the welfare of the student at all times, including outside school hours.
Non-routine activity	Travel or an activity which includes overnight travel away from your homestay provider's residence (with or without your homestay provider), activities where the sports, leisure and recreation provider requests parental consent or activities that require supervision other than your homestay provider.
Overseas student	Student in Australia on visa subclass 500 (schools sector) enrolled in an EQI course.
Parent	Natural parent or legal custodian.
School	<p>For International Student Programs: Queensland state schools accredited by EQI to deliver international student programs.</p> <p>For Study Tours: Queensland state schools accredited to deliver study tours.</p>



	For International Services: Queensland state schools, and non-state schools (for Global programs only).
School staff	Employees of EQI schools, for example – international student coordinator, homestay coordinator, head of department, deputy principal, principal.

Legislation

- [Education Services for Overseas Students Act 2000 \(Cwth\)](#)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(Cwlth\)](#)

Delegations/authorisations

- Nil

Related policies

- [International Student Programs – Subclass 500 \(schools\) visa](#)

Related procedures

- [Change of welfare – Subclass 500 \(schools\) visa](#)
- [Complaints and appeals – Subclass 500 \(schools\) visa](#)
- [EQI Incident management](#)
- [Information asset and recordkeeping](#)
- [Information privacy and right to information](#)
- [Information security](#)
- [Managing risks in school curriculum activities](#)
- [School excursions and international school study tours](#)
- [Sports, leisure and recreation provider – Subclass 500 \(schools\) visa](#)
- [Student protection](#) (DoE employees only)
- [Suspension of enrolment – Subclass 500 \(schools\) visa](#)

Guidelines

- [Standard terms and conditions](#)
- [Student protection guidelines](#) (DoE employees only)
- [Terms and conditions for homestay providers](#)

Supporting information/websites

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/non-routine-travel-and-activities-for-homestay-students-subclass-500-schools-visa-procedure> to ensure you have the most current version of this document.



- [DoE International risk management strategy for homestay providers and short term cultural exchanges](#)
- [Education providers approving welfare arrangements](#)
- [Enterprise risk management framework](#)
- [EQI Standard terms and conditions](#)
- [Sport, Leisure and Recreation Provider Application](#) (DoE employees only)
- [Student visa conditions](#)
- [Tested for water skills](#) (DoE employees only)
- [Travel and activities request form](#)
- [Welfare arrangements for students under 18](#)

Contact

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Superseded versions

Nil

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