



Procedure

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

Version: 2.3 | Version effective: 29/09/2022

Audience

Education Queensland International staff (EQI staff), 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 procedure](#)
- [Managing risks in school curriculum procedure](#).

Responsibilities

EQI staff

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

Homestay provider

- provide acknowledgment on the [International Student Programs \(ISP\) travel and activities request form](#)
- ensure that the Overseas student is appropriately supervised at all times as per the [ISP 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 and wellbeing 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 [ISP travel and activities request form](#)
- ensure the homestay student has adequate adult supervision and/or experience as per the [ISP 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 the ISP [SLR provider application form](#) (DoE employees only) to EQI for evaluation and approval
- ensure Director, EQI approval and review current status of [International Student Programs \(ISP\) SLR provider register](#) as per the ISP [SLR provider application form](#)
- review and assess homestay student requests to participate in non-routine travel and activities requests
- make recommendation to school principal and seek signature on the [ISP 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 [ISP 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 [ISP standard terms and conditions](#).

Process



Image 1 – Process flow chart

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 [ISP standard terms and conditions](#) and complete the [ISP 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 [ISP 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 [ISP 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 and wellbeing management](#) strategies for non-compliance.

Homestay provider and/or 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 [ISP standard terms and conditions](#)
- always remain contactable and practice open communication with your homestay provider.

Definitions

Term	Definition
1800QSTUDY	A student hotline for managing incidents involving students across Queensland.
Agent	Education agent registered with EQI to recruit students for EQI programs.
Approved adult	An adult approved by the principal (where adult supervision required) when conducting non-routine activities with homestay students. For example, an adult nominated by the homestay student's parent/legal guardian, the homestay provider or school staff.
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.

Term	Definition
EQI	Education Queensland International
EQI staff	DoE employees working in DEi, trading as EQI.
Homestay	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. 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.
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	High risk travel and activities such as overnight travel away from the homestay provider's residence (with or without your homestay provider), water activities and sports, leisure and recreation provider activities assessed as high risk.
Overseas student	Student in Australia on visa subclass 500 (schools sector) enrolled in an EQI course.
Parent	Natural parent or legal custodian.
School	For International Student Programs: Queensland state schools accredited by EQI to deliver international student programs.
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 \(Cwth\)](#)

Delegations/Authorisations

- Nil

Policies and procedures in this group

- [International Student Programs - subclass 500 \(schools\) visa policy](#)
- [Attendance - subclass 500 \(schools\) visa procedure](#)
- [Welfare management subclass 500 \(schools\) visa procedure](#)

- [Complaints and appeals - subclass 500 \(schools\) visa procedure](#)
- [Course progress - subclass 500 \(schools\) visa procedure](#)
- [DEi homestay provider management procedure](#)
- [DEi incident management procedure](#)
- [DEi recruit and on-board homestay providers procedure](#)
- [DEi student homestay placement procedure](#)
- [Distance education - subclass 500 \(schools\) visa procedure](#)
- [Enrolment - subclass 500 \(schools\) visa procedure](#)
- [Ongoing enrolment - subclass 500 \(schools\) visa procedure](#)
- [Sports, leisure and recreation provider - subclass 500 \(schools\) visa procedure](#)
- [Student orientation - subclass 500 \(schools\) visa procedure](#)
- [Suspension of enrolment - subclass 500 \(schools\) visa procedure](#)
- [Transfer - subclass 500 \(schools\) visa procedure](#)

Supporting information for this procedure

- [ISP non-routine travel and activities request form](#)

Other resources

- [Child and Youth Risk Management Strategy](#)
- [Education providers approving welfare arrangements](#)
- [Enterprise risk management framework](#) (DoE employees only)
- [EQI - ISP Team Site](#) (DoE employees only)
- [Information asset and recordkeeping procedure](#)
- [Information privacy and right to information procedure](#)
- [Information security procedure](#)
- [ISP standard terms and conditions](#)
- [ISP terms and conditions for homestay providers](#)
- [Managing risks in school curriculum activities procedure](#)
- [School excursions procedure](#)
- [Student protection procedure](#)
- [Student visa conditions](#)
- [Welfare arrangements for students under 18](#)

Contact

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Superseded versions

Previous seven years shown. Minor version updates not included.

Nil

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