



# Procedure

## Sports, leisure and recreation provider – 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

The purpose of the EQI sport, leisure and recreation provider (SLR provider) procedure is to ensure that a high standard and consistent approach is maintained when evaluating the risk of [homestay students](#) engaging with [non-routine](#) service providers not arranged by the [school](#) (that is, not via the OneSchool Excursion Planner).

### Overview

EQI manages a register of successful and unsuccessful SLR provider applications. SLR providers on this register are nominated by schools and risk assessed by the Director, International Student Programs (ISP), EQI for approval. Homestay students will only be approved to participate in sport, leisure and recreation activities serviced by an approved SLR provider.

This procedure outlines how to identify potential SLR providers for the register, as well as the processes for completing, submitting, assessing and monitoring approved SLR providers on the [SLR provider register](#) (DoE employees only). This procedure should be read in conjunction with the [Non-routine travel and activities for homestay students – Subclass 500 \(school\) visa procedure](#).

This procedure does not cover:

- [School excursions and international school study tour](#) (Department of Education 'DoE' procedure applies)
- [Managing risks in school curriculum](#) (DoE procedure applies).

## Responsibilities

### Director, ISP, EQI

- risk assess [SLR provider application form](#) (DoE employees only) and effect decision
- notify and liaise with EQI staff regarding decision.

### EQI staff

- update the [SLR provider register](#) (DoE employees only) with provider details, including approval status, date approved, review date and nominating school
- notify school staff when annual reviews of SLR provider application and documentation are required
- provide advice and support to the school principal and school staff implementing this procedure.

### Homestay provider

- identify and notify school of potential SLR providers
- notify school of any incidents or potential safety or welfare concerns encountered with SLR provider services.

### School staff

- identify and liaise with SLR providers
- manage SLR provider applications
- notify homestay providers of approved SLR providers
- review SLR provider application and documentation for approval by Director, ISP, EQI at least annually
- initiate accelerated review of SLR provider and notify EQI of any incidents or potential safety or welfare concerns of approved SLR provider services.

### SLR provider

- liaise with schools to complete SLR provider application and supporting documentation as requested on the application.

## Process



## 1. Identify SLR provider

### School staff, homestay provider

- potential SLR providers can be identified as providing services with the following qualities:
  - high risk and/or the capacity to cause serious injury if not properly mitigated (refer to [Curriculum Activity Risk Assessment](#) for risk ratings and hazards)
  - provider requests parental consent and or supervision to participate
  - involves water activities.

## 2. Complete and submit SLR provider application from

### School staff

- access [SLR provider application form](#) on the ISP Teamsite
- liaise with SLR provider to collate supporting information, as outlined on the SLR provider application form
- submit the completed [SLR provider application form](#) to EQI, along with the required supporting documentation as outlined on the application form.

### EQI staff

- review the [SLR provider application form](#) and liaise with school staff if further information is required
- submit the completed [SLR provider application form](#) to the Director, ISP, EQI for approval.

### Director, ISP, EQI

- risk assess the completed [SLR provider application form](#) and supporting documents as per [Curriculum Activity Risk Assessment](#) and [Enterprise risk management framework](#) (DoE employees only)
- ensure that the SLR provider maintains expected standards of practice to mitigate potential risks, as determined on the [SLR provider application form](#).

## 3. Approve SLR provider

### Director, ISP, EQI

- approve or reject the [SLR provider application](#)
- advise EQI staff of [SLR provider application](#) decision status and controls for managing risk (for example, teacher supervision, EQI adult supervision).

### EQI Staff

- communicate [SLR provider application](#) status to nominating school staff



- provide school staff with additional feedback including controls for managing risk (for example, teacher supervision, [EQI approved adult](#) supervision).
- record the provider on the [SLR provider register](#) (DoE employees only) with the new SLR provider details, including approval status, review date, nominating school and any conditions (for example, specific supervision requirements).

#### School staff

- communicate EQI decision to SLR provider
- ensure homestay providers and homestay students are made aware of any updates to the [SLR provider register](#).

## 4. Monitor SLR provider and SLR provider register

#### School staff

- review [SLR provider application form](#) and supporting documentation at least annually for currency and accuracy, and submit to EQI for assessment
- conduct an accelerated review and notify EQI of an incident or potential safety or welfare concerns in relation to an approved SLR provider
- notify homestay families of any changes or updates to the [SLR provider register](#).

#### EQI staff

- direct schools to review original [SLR provider application form](#) along with the required supporting documentation as outlined on the application form annually, or more frequently when high-risk activities are identified
- monitor accelerated review of SLR provider if notified of any incidents or potential safety or welfare concerns of approved SLR provider services
- remove expired or non-compliant SLR providers from the [SLR provider register](#).

#### Homestay provider

- notify school staff of an incident or potential safety or welfare concerns in relation to an approved SLR provider.

## Definitions

Agent	Education agent registered with EQI to recruit students for EQI programs.
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 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"> <li>• a homestay provider;</li> <li>• student's relative ("relative" means the student's parent, grandparent, great grandparent, brother, sister, uncle, aunt, niece, nephew or first cousin);</li> <li>• 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.</li> </ul>
EQI staff	DoE employees working in DEi, trading as EQI.
Homestay provider	Homestay provider is a family, a couple or a single person who is approved by DEi or schools to host overseas students in their home.
Homestay student	Overseas student requiring accommodation services as part of a DEi Program, for example, International Student Program, Study tour, or short-term immersion programs and exchanges.
Non-routine activity	Travel or an activity which includes overnight travel away from the homestay provider's residence (with or without the homestay provider), activities where the sports, leisure and recreation provider requests parental consent or activities that require supervision other than the 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 staff	Employees of schools with responsibilities to support international students. For example – international student coordinator, homestay coordinator, head of department, deputy principal, accredited officer (study tours).

## 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

## 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](#)
- [DoE student protection](#)
- [EQI Incident management](#)
- [Information asset and recordkeeping](#)
- [Information privacy and right to information](#)
- [Information security](#)
- [Managing risks in school curriculum](#)
- [Non-routine travel and activities for homestay students – Subclass 500 \(schools\) visa](#)
- [School excursions and international school study tours](#)

## Guidelines

- [DoE student protection](#) (DoE employees only)

## Supporting information/websites

- [Curriculum Activity Risk Assessment](#)
- [DE International risk management strategy for homestay providers and short-term cultural exchanges](#)
- [Enterprise risk management framework](#) (DoE employees only)
- [Sport, Leisure and Recreation provider application form](#) (DoE employees only)
- [Sport, Leisure and Recreation provider register](#) (DoE employees only)
- [Standard terms and conditions](#)
- [Student visa conditions](#)
- [Travel and activities request form](#)
- [Welfare arrangements for students under 18](#)

## Contact

International Student Programs

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## Superseded versions

Nil

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