Foreign Arrangements Scheme procedure - assessment and notification flowchart Step 1: If out of scope – proceed with the arrangement If out of scope - advise Initial Receive template and assess school/regional office/business If a core arrangement – proceed to Step 2 If looking to enter a assessment whether: If non-core arrangement - enter negotiations and proceed area they may proceed without foreign arrangement. the arrangement is in notification or approval under to Step 3 subsidiary arrangement or scope under the Act the Act to vary an existing it is a core, non-core or If in scope - advise arrangement - seek advice subsidiary arrangement If proceeds - advise Premier school/regional office/business by completing the there is a risk to Consider risk to of risk area whether it is core, nontemplate and emailing to Queensland that Queensland and If not to proceed - advise core or subsidiary arrangement your divisional contact requires notification to whether arrangement school/regional If a risk to Queensland the Premier should proceed. office/business area of escalate to DDG outcome Step 2: If a core arrangement - seek Monitor portal for decision: Negotiation if approved (or deemed to be approved after 30 days) - advise approval to negotiate via Negotiate core arrangement – then proceed to Step 3 notification on the DFAT school/regional office/business area to proceed with negotiation if adverse decision - proceed to Step 5 portal Step 3: Monitor portal for decision: Once negotiated, email **Pre-entry** if approved (or deemed to be approved after 30 days) -If a core-arrangement: copy of draft arrangement advise school/regional office/business area they may seek approval to enter via DFAT portal to divisional contact, enter arrangement and proceed to Step 4 confirm information if adverse decision - proceed to Step 5 provided in template is If a non-core arrangement: current and if there are any notify of intent to enter via DFAT portal subsidiary arrangements advise school/regional office/business area to proceed to Step 4 if adverse decision, proceed to Step 5 Step 4: Enter Enter arrangement (both agreements parties sign agreement). Notify of entering the arrangement via the DFAT portal and upload copy of the Advise divisional contact as Inform DPC and provide a copy If Minister for Education is a signatory, soon as practicable and signed arrangement (within 14 days of of the signed agreement arrange for the Premier to be informed provide copy of the signed signing) about the arrangement arrangement Step 5: If the Minister for Foreign affairs makes an adverse Following an adverse decision or Follow steps as advised by Adverse decision / declaration for a prospective or existing If an existing arrangement, declaration for a prospective or divisional contact (e.g. do not decision (if arrangement: make a notification via the DFAT enter arrangement, advise existing arrangement, advise the applicable) advise the school/regional office/business area portal confirming compliance divisional contact on the form and foreign entity arrangement is inform DPC measures have been signature level of written invalid etc.). Once action is liaise with DDG about contacting foreign entity undertaken communication (if any) to a foreign undertaken, advise divisional arrange for the Minister to inform the Premier entity as required contact. Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at https://ppr.qed.qld.gov.au/pp/foreign-

**DDG** 

arrangements-commonwealth-notifications-and-approvals-procedure to ensure you have the most current version of this document.

school/regional office/business area

divisional contact

Key: