



# Procedure

## Sports, leisure and recreation provider – 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

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 and mitigating 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 and approved by the Director, EQI. Homestay students must seek permission using the International Student Programs travel and activities request form prior to participating in 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 [International Student Programs \(ISP\) 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 procedure](#)
- [Managing risks in school curriculum procedure](#)

### Responsibilities

#### Director, EQI

- risk assess ISP [SLR provider application form](#) (DoE employees only) and effect decision

- notify and liaise with EQI staff regarding decision.

### EQI staff

- update the ISP [SLR provider register](#) (DoE employees only) with provider details, including approval status, date approved, review date and nominating school
- 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, 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.

## Process



Image 1 – Sport, leisure and recreation provider flowchart

## 1. Identify SLR provider

### School staff, homestay provider

- SLR providers can be identified as providing services that are high risk and/or the capacity to cause serious injury if not properly mitigated (for example, the activity involves water activities).

## 2. Complete and submit SLR provider application form

### School staff

- check the [ISP SLR provider application register](#) (DoE employees only) for currency. If nearing or past the review day, review supporting documentation (as per the SLR application form risk assessment) and notify EQI of the outcome
- liaise with SLR provider, as instructed on the [SLR provider application form](#) (DoE employees only).

**EQI staff**

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

**Director, EQI**

- risk assess the completed [ISP SLR provider application form](#) (DoE employees only) and supporting documents as per the [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 [ISP SLR provider application form](#). (DoE employees only)

**3. Approve SLR provider**

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**Director, EQI**

- approve or reject the [ISP SLR provider application](#) (DoE employees only)
- advise EQI staff of the [ISP SLR provider application](#) (DoE employees only) decision status and controls for managing risk (for example, Adult supervision requirements or successfully completed water skills assessment).

**EQI Staff**

- communicate [ISP SLR provider application](#) (DoE employees only) status to school staff
- provide school staff with additional feedback regarding the decision including controls for managing risk (for example, supervision requirements [or successfully completed water skills](#) assessment).
- record the provider on the [ISP SLR provider register](#) (DoE employees only) with the new SLR provider details, including approval status, annual review date and any conditions (for example, specific supervision requirements).

**School staff**

- communicate EQI decision to SLR provider, if required
- ensure homestay providers and homestay students are made aware of any updates to the [ISP SLR provider register](#). (DoE employees only)

**4. Monitor SLR provider and SLR provider register**

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**School staff**

- review [ISP SLR provider application form](#) (DoE employees only) 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 [ISP SLR provider register](#). (DoE employees only)

### EQI staff

- update the [ISP SLR provider register](#) (DoE employees only) review date as advised by school staff.
- monitor accelerated review of SLR provider if notified of any incidents or potential safety or welfare concerns of approved SLR provider services
- remove non-compliant SLR providers from the [ISP SLR provider register](#). (DoE employees only)

### Homestay provider

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

## Definitions

Term	Definition
<b>Agent</b>	Education agent registered with EQI to recruit students for EQI programs.
<b>Approved adult</b>	A person approved by the principal (where adult supervision is a requirement) when conducting non-routine activities with homestay students. For example: <ul style="list-style-type: none"> <li>• a homestay provider;</li> <li>• an adult that has been nominated by the homestay student's parent/legal guardian, homestay provider or school staff.</li> </ul>
<b>DHA approved guardian</b>	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.
<b>EQI staff</b>	DoE employees working in DEi, trading as EQI.
<b>Harm</b>	An activity which inherently poses an increased risk of harm, illness or injury. Examples of high-risk activities are extreme sports, water activities and recreational activities with dangerous elements.
<b>High risk</b>	Any detrimental effect of a significant nature on a person's physical, psychological or emotional wellbeing (and includes self-harm).
<b>Homestay provider</b>	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.
<b>Homestay student</b>	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.

Term	Definition
<b>International Student Programs</b>	A study pathway offered to Overseas students to fulfil their academic potential, develop new skills and achieve personal goals in a way that suits their individual needs. International Student Programs includes: Primary School, High School, International Baccalaureate, and High School Preparation.
<b>Non-routine activity</b>	High risk travel and activities such as overnight travel away from the homestay provider's residence (with or without the homestay provider), water activities and sports, leisure and recreation provider activities assessed as high risk.
<b>Overseas student</b>	Student in Australia on visa subclass 500 (schools sector) enrolled in an EQI course.
<b>Parent</b>	Natural parent or legal custodian.
<b>School</b>	For International Student Programs: Queensland state schools accredited by EQI to deliver international student programs.
<b>School staff</b>	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

## Policies and procedures in this group

- [International Student Programs - subclass 500 \(schools\) visa policy](#)
- [Attendance - subclass 500 \(schools\) visa procedure](#)
- [Change of welfare - 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](#)
- [Non-routine travel and activities for homestay students - subclass 500 \(schools\) visa procedure](#)
- [Ongoing enrolment - 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

- Nil

## Other resources

- [Child and Youth Risk Management Strategy](#)
- [Student protection procedure](#)
- [Enterprise risk management framework](#) (DoE employees only)
- [EQI - ISP Team Site](#) (DoE employees only)
- [ISP standard terms and conditions](#)
- [ISP non-routine travel and activities request form](#)
- [School excursions procedure](#)
- [Student visa conditions](#)
- [Welfare arrangements for students under 18](#)
- [Working with children authority procedure](#)

## Contact

International Student Programs  
Department of Education International  
Phone: 1800 316 540 (inside Australia) +61 7 3513 5301 (outside Australia)  
Email: [EQInternational@qed.qld.gov.au](mailto:EQInternational@qed.qld.gov.au)

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24/01/2023

## Superseded versions

*Previous seven years shown. Minor version updates not included.*

Nil

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