

Application for initial approval or re-approval to provide an International Secondary Student Exchange (ISSE) program in Queensland (Schools)

This form is to be used by SCHOOLS seeking approval or re-approval to provide an International Secondary Student Exchange (ISSE) program under a sister-school arrangement in Queensland.

Not-for-profit organisations - please apply via the [Application for approval \(Not-for-profit\) \(ISSE\) form](#).

If you have any queries regarding this application, please contact the International Quality (Schools) Unit on:

(07) 3513 6748 or via email at internationalregistration@qed.qld.gov.au

Submission

Please submit the application form and all required support documents to the International Quality (Schools) Unit via email at:

InternationalRegistration@qed.qld.gov.au

Label all items in accordance with the individual attachment ID (e.g., Attachment 1A – school staff).

Please be advised, there is a size limit on this inbox. You may wish to zip files before emailing or alternatively email the submission across multiple separate emails.

Information can be sent via email or SharePoint.

Please don't send documentation via any Cloud-based service (e.g., Google Drive) as the submission will be blocked by the Department's firewall and will be inaccessible.



School details

Governing body	
Name of school	

Declaration – Authorised person (Principal Executive Officer)

By signing the declaration, the person identified below confirms the information provided in this application is, to the best of their knowledge, true and correct.

Full name		
Position within school		
Signature		Date

Authorised person details – Principal Executive Officer (PEO)

This person assumes responsibility for the school's compliance with legislative requirements in the [Education \(Overseas Students\) Act 2018](#) [the 'EOS Act'] and [Guidelines for the operation of international secondary student exchange programs](#) in Queensland.

The person identified as the Principal Executive Officer will be the point of contact for any matters pertaining to the school's compliance under the EOS Act.

For schools, the Principal is the PEO.

Given name/s	
Family name	
Position	
Email address	
Phone number	

Does the Principal consent to all correspondence relation to the school's registration and compliance under the Qld Guidelines being provided electronically to the above email address?

Yes

No [All correspondence will be posted to the postal address provided.]

Contact person for day-to-day operational matters

Please nominate a day-to-day contact for operational matters in relation to the school's ISSE approval.

Please indicate whether this person is to be included in any correspondence in relation to this application for registration:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Full name	
Position	
Email address	
Phone number	

School details

Street Address			
Suburb			
State		Post code	
Phone number			
Email address			
Website			

Postal address

<input type="checkbox"/> Please tick if Postal Address is the same as the Street Address			
Postal Address			
Suburb			
State		Post code	

Details of sister-schools

Please provide details of the sister-schools involved in the school's exchange program

1.	Name of sister-school	
	Address	
	Country of operation	
2.	Name of sister-school	
	Address	
	Country of operation	
3.	Name of sister-school	
	Address	
	Country of operation	

Note: to advise of additional sister-schools, please insert as many additional sections as required

Details of authorised AASES officer

The 'authorised person' has been approved by the Principal to request AASES forms for students participating in the school's ISSE program.

1.	Full Name	
	Position	
	Email address	
2.	Full Name	
	Position	
	Email address	
3.	Full Name	
	Position	
	Email address	

Note: to advise of additional authorised persons, please insert as many additional sections as required

Required documentation

When preparing the documentation for submission, please ensure each piece of evidence is labelled to clearly identify which element of the application form the evidence speaks to (for example: *Attachment 2A – sister-school agreement Kanto International High School*). This will ensure the assessment officer can readily identify the evidence to confirm compliance.

Part 1 - Governance / structure of SEO

The following elements of the Queensland Guidelines will be assessed under Part 1 – Governance / structure of SEO

5.4 Eligibility to apply for a student exchange approval

5.7 Organisational Structure

5.17 Support for students and host families

5.21 Changes to SEO governance

Please provide the following documentation

Attachment 1A

information in relation to which staff at the school will be involved in the management of the school's ISSE program, including role descriptions outlining the responsibilities of each role including staff with responsibility to advise of changes to the Principal's position within 10 working days

Attachment 1B

information on the support provided to both in inbound and outbound students including reception, orientation, accommodation, transport, and emergency arrangements

Part 2 - Sister-school arrangements

The following elements of the Queensland Guidelines will be assessed under Part 2 – Sister-school arrangements

5.10 Third-party arrangements

5.23 Changes to third party arrangements

Please provide the following documentation

Attachment 2A a copy of each sister-school agreement

Attachment 2B information on how the school monitors the activities of its sister-schools, including verifying the selection of host families in destination countries meets the requirements under the Guidelines

Part 3 – Reciprocity

The following elements of the Queensland Guidelines will be assessed under Part 3 - Reciprocity

5.3 Reciprocity

Please provide the following documentation

Attachment 3A information on the frequency of inbound and outbound exchanges, the length of the exchange program and the number of inbound and outbound students the school anticipates will participate in these programs

Part 4 - Marketing & recruitment

The following elements of the Queensland Guidelines will be assessed under 4 - Marketing & recruitment

5.12 Selection of students

Please provide the following documentation

Attachment 4A a copy of the selection criteria for Queensland students

Attachment 4B information on the school’s selection process to ensure it accepts students who meet its selection criteria

Part 5 - Information for inbound and outbound students

Part 5.1 - Inbound student information

The following elements of the Queensland Guidelines will be assessed under Part 5.1 - Inbound student information

- 5.2 Use of the term ‘student exchange’*
- 5.11 Structure of student exchange program*
- 5.12 Selection of students*
- 5.14 Screening of host families*
- 5.16 Orientation for students and host families*
- 5.20 School liaison*
- 5.28 Exchange student safety card*

Please provide the following documentation

Information in relation to 5.1A-D is contained with an inbound student handbook

Attachment 5.1A program description for inbound students which the school provides its sister-school

Attachment 5.1B information provided to students and their parents on the host family arrangements, including whether the students may be placed with multiple host families, other exchange students or a single adult during their exchange

Attachment 5.1C a copy of the school’s orientation program for inbound students

Attachment 5.1D a copy of the program rules and expectations

Attachment 5.1E a copy of inbound student safety card

Part 5.2 - Outbound student information

The following elements of the Queensland Guidelines will be assessed under Part 5.2 - Outbound student information

5.11 Structure of the student exchange program

5.12 Selection of students

5.13 Health Insurance

5.14 Screening of host families

5.16 Orientation for students and host families

5.27 Outbound students

5.28 Exchange student safety card

Please provide the following documentation

Information in relation to 5.2A-D is contained with an outbound student handbook

Attachment 5.2A

information provided to students and their parents on the host family arrangements, including whether the students may be placed with multiple host families, other exchange students or a single adult during their exchange

Attachment 5.2B

a copy of the program rules and expectations

Attachment 5.2C

a copy of the information the school provides an outbound student in relation to the sister-school's expectations

Attachment 5.2D

information provided to students and their parents on child protection laws and services in the sister-school country

Attachment 5.2E

a copy of the pre-departure information and orientation program for outbound students

Attachment 5.2F

details of the inclusions of the travel insurance for outbound students / information on any reciprocal health arrangements that apply in the student's destination country

Attachment 5.2G

a copy of the outbound student safety card

Part 6 - Student program management

The following elements of the Queensland Guidelines will be assessed under Part 6 - Student program management

5.2 Use of the term 'student exchange' & Part 4 - Acceptance advice of secondary exchange students (AASES) forms

5.11 Structure of student exchange programs

5.18 Minimum scheduled SEO contact

5.22 Changes to student exchange programs – inbound and outbound

5.27 Outbound students

5.33 Program evaluation

Please provide the following documentation

Attachment 6A

information on the travel arrangements the school makes for its outbound students, including confirmation of the student's safe arrival

Attachment 6B

information on how the school maintains a minimum schedule of contact with both inbound and outbound students

Attachment 6C

information on how the school evaluates its program – including its evaluation of its sister-school. The information should identify the actions the school takes should issues be identified in the program evaluation

Please provide the following information on the process the school follows to manage the following scenarios:

Information in relation to 6D-F is contained with a staff handbook

Attachment 6D

managing an inbound student program, including *AASES requests* and confirming a Student visa has been granted prior to arrival

Attachment 6E

managing an outbound student program including providing an *Outbound student notification*

Attachment 6F

managing program changes to host families – both routine and unexpected

Part 7 - Host families

Part 7.1 - Recruitment & management of host families in Australia

The following elements of the Queensland Guidelines will be assessed under Part 7.1 - Recruitment & management of host families in Australia

5.14 Screening of host families

5.15 Prevention of conflict of interest

Please provide the following documentation

Attachment 7.1A

a copy of the information the school provides host families in the recruitment of families

Attachment 7.1B

a copy of the school's selection criteria for the recruitment of host families

Attachment 7.1C

a copy of the selection and verification process for ensuring the suitability of a single adult without children as a host parent

Attachment 7.1D

a copy of any support documents the school uses in the selection and screening process, such as host family home check lists or similar

Attachment 7.1E

information on the process the school follows to collect and maintain the currency of the school's Blue Card register for host families

Attachment 7.1F

information on the steps the school takes to manage any conflicts of interest in the placement of students with a host family

Please provide the following information on the process the school follows to manage the following scenarios:

Information in relation to 7.1G is contained with a staff handbook

Attachment 7.1G selecting and screening host families

Part 7.2 - Recruitment & management of host families by a sister-school

The following elements of the Queensland Guidelines will be assessed under Part 7.2 - Recruitment & management of host families by a sister-school

5.10 Third-party arrangements

5.14 Screening of host families

Please provide the following documentation

Attachment 7.2A information on the selection and verification-process the sister-school will follow in the recruitment of host families for outbound students

Attachment 7.2B information on the process the school uses to ensure recruitment process of the host family for outbound students met the requirements of the guidelines and included Criminal Record Checks for all adults residing in the home

Part 7.3 - Host family information

The following elements of the Queensland Guidelines will be assessed under Part 7.3 - Host family information

5.16 Orientation for students and host families

5.17 Support for students and host families

Please provide the following documentation

Attachment 7.3A a copy of the orientation program for host families

Attachment 7.3B information on the local support which will be provided to host families

Part 8 - Support for students

Part 8.1 - Resolution of problems

The following elements of the Queensland Guidelines will be assessed under Part 8.1 - Resolution of problems

5.30 Resolution of problems

Please provide the following documentation

Attachment 8.1A Complaints and appeals / Resolution of problems policy

Please provide the following information on the process the school follows to manage the following scenarios:

Information in relation to 8.1B is contained with a staff handbook

Attachment 8.1B complaints handling and appeals process

Part 8.2 - Child protection – outbound students

The following elements of the Queensland Guidelines will be assessed under Part 8.2 - Child protection – inbound and outbound students

5.29 Reporting incidents and allegations of abuse

Please provide the following documentation

Attachment 8.2A information provided to outbound students on how to report an incident or allegation involving actual or alleged sexual or physical abuse while on their exchange

Please provide the following information on the process the school follows to manage the following scenarios:

Information in relation to 8.2B is contained with a staff handbook

Attachment 8.2B information on the process for reporting any incident or allegation involving actual or alleged sexual or physical abuse of an outbound student to the relevant authority in the destination country

Part 8.3 - Critical incident management

The following elements of the Queensland Guidelines will be assessed under Part 8.3 - Critical incident management

5.26 Response to critical incidents

5.10 Third-party arrangements (critical incidents)

Please provide the following documentation

Attachment 8.3A Critical incident policy

Attachment 8.3B training material to staff on how to manage a critical incident

Attachment 8.3C information on how the school manages critical incidents, including support measures for students and communication with parents

Attachment 8.3D information on how the sister-school manages critical incident, including the communication protocols to inform the school of any incident impacting an outbound student

Privacy notice

The International Quality (Schools) Unit collects 'personal information' within the meaning of the Queensland Government [Information Privacy Act 2009](#), which deals with the collection and handling of such information by government agencies.

Information collected on this form is in accordance with the [Education \(Overseas Students\) Act 2018](#) to assess your application for approval.

Personal information is collected and used to:

- process applications
- ask further questions or request further information
- enable the International Quality (Schools) Unit to make decisions under the [Education \(Overseas Students\) Act 2018](#)

The type of personal information collected may include:

- personal details, including name, postal address, phone number, email
- enquiries or complaints

Personal information may be disclosed to third party entities if applicable. Examples of these entities are:

- The Queensland Minister for Education
- The Director-General (or delegate) and other relevant areas within the Queensland Department of Education
- The Australian Government's Department of Home Affairs
- International Quality (Schools) Unit staff administering and processing applications and registration amendments

Certain information collected may also be published under the Open Data (data.qld.gov.au) if suitable for release. In other instances, information collected can be disclosed without further consent where authorised or required by law.