

# Policy and procedure update: Jan 2018

Why are there changes?	New look and feel	Rollout and training
<ul style="list-style-type: none"> <li>• EQI re-registered with CRICOS in June 2017</li> <li>• New National Code released 1 January 2018</li> <li>• Refer to <a href="#">Strengthening Australia's Protections for International Students fact sheet</a></li> <li>• EQI reviewed and updated to ensure compliance across schools</li> </ul>	<ul style="list-style-type: none"> <li>• Aligned to DET templates</li> <li>• New policy names</li> <li>• Clear step-by-step procedures</li> <li>• Clear roles and responsibilities</li> <li>• Refer to EQI website for policy and procedure</li> <li>• Refer to <a href="#">ISP Teamsite</a> for support documents</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to <a href="#">DETi Training portal</a></li> <li>• This links to the new ISP Hub in the Learning Place</li> <li>• First Homestay module is available</li> <li>• Training and workshop schedule for 2018 has been created to develop staff capability</li> </ul>

## Table of changes

Old	New	Key changes
<ul style="list-style-type: none"> <li>• <i>Entry requirements</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Enrolment policy and procedure</i></li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment agreement must be more detailed and explicit (for example, state pre-requisites, course content).</li> <li>• Schools can only supply additional documents (for example, consent forms and ICT agreements) to the student, as EQI has already provided the student with an enrolment form.</li> <li>• OneSchool must reflect accurate and current student data.</li> <li>• Students must be recorded as a 'future student' in OneSchool when the school is notified a signed contract has been received by EQI.</li> <li>• All interactions with the students (especially for example, warning letters and meetings) must be recorded in OneSchool as a Record of Contact against the student.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Attendance</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Attendance policy and procedure</i></li> </ul>	<ul style="list-style-type: none"> <li>• Attendance percentages will no longer be calculated using the formula previously on our website.</li> <li>• Schools must use OneSchool to calculate student attendance percentages.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Course completion</i></li> <li>• <i>Course credit</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Variation to enrolment policy and procedure</i></li> </ul>	<ul style="list-style-type: none"> <li>• Covers all variations to student enrolment that result in a new Enrolment agreement and/or CoE (for example, a change in year level or extending a course).</li> <li>• The policy now clearly states that principals approve all variations and EQI processes the new CoE. There's no need for Director, ISP approval.</li> </ul>

<ul style="list-style-type: none"> <li>• <i>Deferral, suspension and cancellation of enrolment</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Behaviour management policy and procedure</i></li> <li>• <i>EQI initiated suspension and cancellation policy and procedure</i></li> <li>• <i>Student initiated deferral, suspension and cancellation policy and procedure</i></li> </ul>	<ul style="list-style-type: none"> <li>• Separated into different procedures.</li> <li>• Behavior policy and procedure is clearly what the school does, and how they escalate behaviour management matters.</li> <li>• EQI initiated are the steps EQI takes.</li> <li>• Clearly distinguishes when a student wishes to initiate deferral, suspension or cancellation.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Assessing request to transfer</i></li> <li>• <i>Transfer to an EQI school from another CRICOS provider</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Transfer policy and procedure</i></li> </ul>	<ul style="list-style-type: none"> <li>• School transfer request form has been revised to include a student agreement section (similar to the travel form) and also an EQI decision section.</li> <li>• New School transfer checklist for EQI staff to help with the approval steps.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Accommodation and welfare policy and procedure</i></li> <li>• <i>4 x Homestay procedures</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Same (with minor title changes)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Curfews are now referred to as guidelines to allow more discretion by the homestay provider and school.</li> <li>• Reduced the physical site visit to only once per year, instead of every 6 months.</li> <li>• 6 months after the site visit a homestay check will need to be done, via a phone conversation or face-to-face meeting with homestay providers, using the Ongoing monitoring checklist.</li> <li>• Revised Homestay application form.</li> <li>• Revised checklists and homestay register to reduce amount of information to collect (for example, first aid certificate).</li> <li>• Revised Homestay family profile, Arrival details form and other supporting documents.</li> <li>• Homestay Hub now available in the <a href="#">Learning Place</a> to support the network of Homestay Coordinators across EQI schools.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Complaints and appeals process</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Complaints and appeals policy and procedure</i></li> </ul>	<ul style="list-style-type: none"> <li>• Look and feel only.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Course progress</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Course progress policy and procedure</i></li> </ul>	<ul style="list-style-type: none"> <li>• Look and feel only.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Critical incident procedure</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>In progress, to be released in Term 3, 2018</i></li> </ul>	<ul style="list-style-type: none"> <li>• Nil for now. This procedure will be replaced by a Student wellbeing policy and Incident management procedure later in 2018. (Under review)</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Distance education procedure</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Distance education policy and procedure</i></li> </ul>	<ul style="list-style-type: none"> <li>• The principal can now sign off on this and inform EQI of approval.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Refund policy</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Refund policy</i></li> </ul>	<ul style="list-style-type: none"> <li>• Look and feel only.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Travel procedure</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Nil - Workshops to be completed in Term 1, 2018</i></li> </ul>	<ul style="list-style-type: none"> <li>• Look and feel only.</li> <li>• Policy and procedure/s will be released after workshops.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Non existent</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Student arrival and orientation policy and procedure</i></li> </ul>	<ul style="list-style-type: none"> <li>• New policy and procedure.</li> <li>• The orientation checklist has been improved.</li> </ul>