

## EQI distance education

Implementation Date: 29/01/2019  
Version: 2.0

### Audience

Education Queensland International (EQI), school staff, EQI students.

### Purpose

This procedure outlines the roles and responsibilities of employees of schools and EQI and the steps they follow to facilitate EQI students studying a subject through a state school of distance education that is EQI accredited.

### Overview

EQI students may study a subject through the [Brisbane School of Distance Education](#) or the [Cairns School of Distance Education](#), as part of their course, in compelling circumstances and where it is in the best educational interest of the student.

An EQI student can only study one subject by distance education at a time.

Base school principals or their delegates may approve student requests to study a subject by distance education. Base school staff support students throughout the period of their study by distance education.

Schools will be required to reimburse schools of distance education on a cost recovery basis where the school of distance education has accepted the EQI student to study via distance education after day 20. The cost is set at \$900 per subject per annum (pro-rata). This cost includes all subject curriculum resources.

EQI students are not charged additional tuition fees to study a subject by distance education.

### Responsibilities

#### Student

- request, or approve the base school staff to arrange, to study a subject through distance education
- adhere to the Standard terms and conditions including to maintain satisfactory course progress.

### Base school staff

- identify requirement and/or manage EQI student requests to study through distance education
- inform EQI of approved requests to study through distance education
- support students studying a subject through distance education
- maintain accurate and up to date records in OneSchool and International Student Management System (ISMS).

### Distance education school staff

- assess and approve EQI student requests to study a subject through distance education
- support students studying a subject through distance education.

### Distance education school principal

- oversee student's enrolment in a subject studied through distance education
- ensure the student's progress in the subject is monitored in accordance with the [Course progress policy and procedure](#).

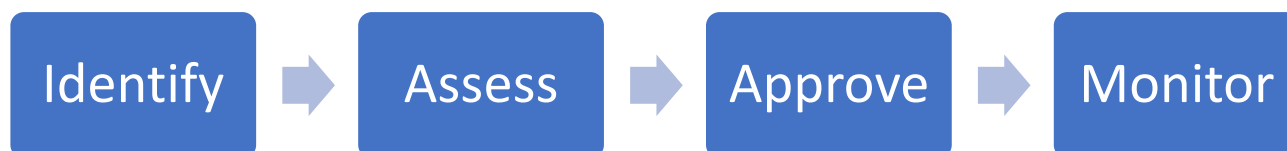
### Base school principal (or delegate)

- appoint sufficient and suitably qualified staff (school staff) to facilitate students to study through distance education
- decide on student requests to study through distance education
- ensure the student's progress in the subject is monitored in accordance with the [Course progress policy and procedure](#).

### EQI staff

- provide advice and support to school staff implementing this procedure
- maintain accurate and up to date records including in HPE records and ISMS.

### Process (including flowchart)



## 1. Identify

### Base school staff

- identify the requirement, either prior to the student's arrival or on arrival, for the student to study one subject through distance education
- consider the following factors:
  - the course the student is enrolled i.e. Senior High School, Junior High School, Study Abroad and Regional Study Abroad, refer to the [EQI Enrolment policy](#)
  - subject availability at base school
  - base school timetable
  - student's pre-requisite requirements to return home to continue study
  - academic outcomes required, for example, Queensland Certification of Education (QCE) and Australian Tertiary Admission Rank (ATAR).

### Student

- identify the requirement, either prior to arrival or on arrival, to study a particular subject
- communicate this requirement to base school staff
- where a subject is required due to being a pre-requisite to return to study in student's home country, provide relevant evidence:
  - documentation from school in home country
  - email from parents stating the requirement
  - tertiary prerequisite information (essential and recommended study).

## 2. Assess

### Base school staff

- determine if compelling circumstances exist. Compelling circumstances includes where:
  - the EQI student needs to study a particular subject
  - their school does not offer that subject or has capacity, and
  - it would not be reasonable or possible for the EQI student to transfer to another school which does offer that subject.
- determine if distance education is in the student's best educational interests:
  - use professional judgement and assess each case on its individual merits, for example, EQI student may need to study a language to enable seamless transition back to their home education system
  - liaise with the student's teacher(s) and guidance officer
  - collect documentary evidence to support the claim, for example, documentation from school in home country.

- liaise with relevant distance education school staff regarding the EQI student studying one subject at the relevant school of distance education
- email the distance education school staff with the following information:
  - EQI student identification number
  - EQI student name
  - proposed distance education subject
  - proposed start and end dates
  - reason for request to a subject via study distance education.

#### **Distance education school staff**

- assess the request for the EQI student to study via distance education by considering:
  - subject availability
  - capacity i.e. staffing and resourcing requirements
  - prerequisites to study the subject requested i.e. language and age suitability
- notify school staff via email of acceptance or non-acceptance of the EQI student into the subject pending base school principal approval:
  - where there is non-acceptance, include the reason/s for the decision.

### **3. Approve**

#### **Base school staff**

- liaise with the student and parent to seek their approval to arrange for the student to study a subject by distance education
- request approval from the base school principal where the EQI student and parent and school staff from the school of distance education agree with studying via distance education:
  - include all information obtained while identifying and assessing the request to study via distance education i.e. compelling circumstances.

#### **Base school principal**

- consider the information provided by the base school staff
- decide to either approve or not approve the EQI student's study through distance education
  - where it is decided to approve study through distance education, advise school staff
  - where it is decided not to approve study through distance education, propose an alternative course of action and provide instruction to school staff to support the student in their subject selection.

#### **Base school staff**

- where study by distance education is not approved:

- notify the EQI student and their parents, refer the EQI students and parents to the EQI Complaints and appeals policy and procedure if required
- follow the base school principal's instructions to support the student in their subject selection
- notify the distance education school staff that the request has not been approved by the base school principal, including the reason/s for the decision
- where study by distance education is approved:
  - notify the student and parent in writing of the decision, including the reason/s for the decision, and save as a record of contact in OneSchool
  - liaise with the school of distance education to formalise the arrangement, including instructions for invoicing for the \$900 per subject per annum fee (pro-rata) accepting EQI students to study via distance education after day 20
  - update the student file in OneSchool.

### **Distance education school principal**

- direct distance education school staff to invoice the base school to cost recover the applicable distance education costs [i.e. \$900 per subject per annum fee (pro-rata)] for accepting EQI students to study via distance education after day 20.

### **Base school staff**

- verify the invoice received from distance education school staff
- request the base school business manager to organise invoice payment.

## **4. Monitor**

### **Base school staff**

- facilitate access to learning support services
- maintain regular contact with the EQI student
- supervise distance education lessons and examinations
- check on the EQI student's progress in the subject
- liaise with school of distance education staff regarding the EQI student's study and progress in the subject — refer to the [Course progress procedure](#).

### **EQI staff**

- export a student course progress report from OneSchool each term
- review the distance education report to ensure the student is only studying one subject at any time
- where it is identified that the EQI student is studying more than one subject at any time, escalate immediately to the school staff to rectify.

**Base school staff**

- where EQI staff advise and/or when it comes to the attention of base school staff that the EQI student is studying more than one subject at any time:
  - investigate why the EQI student is studying more than one subject via distance education
  - liaise with the base school teaching staff and guidance officer regarding amending the EQI student subject
  - liaise with the EQI student
  - liaise with the distance education school staff regarding transitioning out of the subject
  - escalate to base school principal, where required
  - provide update to EQI staff and email EQI staff with actions taken to rectify situation.

**Definitions**

Course	A course registered on the <a href="#">Commonwealth Register of Institutions and Courses for Overseas Students</a> (CRICOS) offered by Department of Education trading as Education Queensland International.
Distance education school principal	Principal of the school of distance education where the EQI student will study one subject.
Distance education school staff	Employees of the distance education school i.e. staff of the Brisbane School of Distance Education and Cairns School of Distance Education.
EQI	Education Queensland International and employees of EQI.
EQI Student	Overseas student (i.e. student in Australia on visa subclass 500 (school sector) enrolled in an EQI course. In this procedure 'EQI student' refers to students enrolled in a high school course.
Prerequisite	An entry requirement, such as a Senior subject, that students must meet before they are considered for entry.
Schools	Queensland state schools accredited by EQI to deliver international student programs.
Delegate	School staff who can act on the principal's behalf (for example, deputy principal or head of department with line management of international student program at the school).
Base school staff	Employees of EQI schools, for example – international student coordinator, homestay coordinator, teacher, head of department, deputy principal, principal, where the EQI student is enrolled.
Base school principal	School principal from the state school where the EQI student is enrolled.

## Legislation

- [Education Services for Overseas Students Act 2000](#) (Cwlth)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

## Delegations/Authorisations

- Nil

## Related policies

- [Complaints and appeals policy](#)
- [Course progress policy](#)

## Related procedures

- [Complaints and appeals procedure](#)
- [Course progress procedure](#)

## Guidelines

- Nil

## Supporting information/websites

- [Brisbane School of Distance Education](#)
- [Cairns School of Distance Education](#)
- [Standard terms and conditions](#)
- [Student visa conditions](#)

## 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)

## Review date

01/01/2022

## Superseded versions

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

Distance education V1.1