
National
Guidelines for the
Operation of International
Secondary Student Exchange
Programs in Australia

REVISED – JULY 2015

PREFACE

In November 2014 the National Coordinating Committee for International Secondary Student Exchange (NCCISSE) recommended that the 2011 version of the *National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia* be revised.

This document is intended to provide general guidelines for:

- the registration of student exchange organisations; and
- procedures for the operation of international secondary student exchange programs in Australian secondary schools.

The guidelines are of a general nature to accommodate state/territory variations and should be read in conjunction with respective state/territory guidelines.

The National Coordinating Committee for International Secondary Student Exchange (NCCISSE) was established in November 1989. The committee meets annually to discuss the reciprocity returns submitted by exchange organisations and all other matters pertaining to student exchange programs in Australia. The committee also meets to ensure a consistent approach to the following year's exchange programs.

The NCCISSE acts as a forum organisation for state/territory exchange registration authorities. It has responsibility for procedural matters of national interest relating to educational exchange at a secondary school level. It contributes to the flow of information about immigration, health and other issues of general interest.

The NCCISSE consists of representatives of the state/territory registration authorities. The venue for the annual meetings rotates through the states and territories.

Matters of student welfare, promotion and management are the direct responsibility of registered organisations.

Sister school relationships, short term cultural exchanges, twinning arrangements and Memoranda of Understandings (MOU's) between the Commonwealth and state and territory governments, and governments of other countries, do not form part of international secondary student exchange programs in Australia.

DEFINITIONS

AASES form	Acceptance Advice for Secondary Exchange Student form (issued by registration authorities to registered student exchange organisations to enable international secondary exchange students to obtain Australian student visas as per section 5A107 of the Australian Government's <i>Migration Regulation 1994</i>)
Criminal Record Check (CRC)	An official police or security agency check of a person's criminal history undertaken in order to verify their suitability to work with children, e.g. Working With Children Check (WWCC). In jurisdictions where there is more than one check available, the relevant state/territory Registration Authority is to determine which available check is best suited to the requirements of a CRC for the purpose of these guidelines.
DIBP	(Commonwealth) Department of Immigration & Border Protection
Exchange student	A student enrolled in a secondary school participating in either an inbound or outbound secondary exchange program provided by an Australian registered SEO
Local SEO coordinator	A representative of an SEO engaged in either a paid or unpaid capacity to coordinate and provide SEO support to exchange students and host families
MOU	Memorandum of Understanding
NCCISSE	National Coordinating Committee for International Secondary Student Exchange (the national body comprising representatives of the Australian state and territory registration authorities responsible for registering or approving, and quality assuring student exchange organisations and programs)
OSHC	Overseas Student Health Cover (mandatory health insurance required by DIBP visa regulations for all Australian Student Visas)
Registration authority	The legal entity in an Australian state or territory responsible for registering or approving, and quality assuring student exchange organisations. Details of the registration authorities for each state and territory are provided at Appendix 1.
SEO	Student Exchange Organisation – A registered school or not-for-profit organisation registered or approved by a registration authority to provide secondary student exchange programs to/from a state or territory.

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1 INTRODUCTION

1.1 Rationale for Exchange Programs

Commonwealth and state/territory governments recognise that student exchange programs provide cultural and educational benefits to students and school communities. Exchange programs provide a broad educational experience for students and increase international and cultural understanding among young people.

1.2 Objectives of Exchange Programs

The objectives of Exchange programs are:

- to provide educational enrichment for exchange students by developing their linguistic skills and introducing them to a different educational philosophy, environment and curriculum;
- to develop cultural awareness and understanding among students in the school environment; and
- to promote international understanding and cooperation.

1.3 Student Exchange Programs

A secondary student exchange program is a reciprocal program whereby Australian students attend high school and enrol in a full time school program in another country for a minimum period of three months or one school term, whichever is shorter. Under similar conditions students from other countries undertake study in Australia.

[Note: In Victoria the minimum period is 28 days due to the requirements for the enrolment of overseas students in Victorian government schools. Inbound exchange students participating in programs of more than 28 days duration in Victoria must obtain a student visa.]

All student exchange programs must be conducted through registered exchange organisations. Exchange organisations can be not-for-profit organisations or registered schools.

It should be noted that student visas will only be issued to students who are enrolled as full time secondary students in a recognised course of study. Subclass 571 Student Visas (Schools sector) are also issued to full fee paying students who are issued with a Confirmation of Enrolment (CoE) by their education provider.

2 POLICY AND LEGISLATIVE REQUIREMENTS

- 2.1 Commonwealth Government policy changes from 1 January 1990 provided for:
 - overseas students to enrol in Australian schools through the International Full Fee Paying Students Program; and
 - exchange programs to be managed on a state by state basis with reciprocity of exchange accepted instead of payment.
- 2.2 Reciprocity within each state/territory is calculated across the entire program run by an exchange organisation over a two year period. When determining reciprocity the length of exchange is taken into account rather than the number of exchanges. NCCISSE will provide and consider national reciprocity data on an annual basis.
- 2.3 Both the Commonwealth Government and state/territory governments permit exchange students on 571 Student Visas to be enrolled as local students in both government and non-government schools for school funding purposes.
- 2.4 The principle governing the entry of exchange students is that their entry must not result in social or financial cost to the Australian community. (Refer to Department of Immigration and Border Protection Procedures Advice Manual.)
- 2.5 Each state/territory registration authority is to register / approve organisations seeking to operate secondary student exchange programs. They must conduct their operation according to the guidelines and/or legislation of that state/territory. (Appendix 1 provides details of registration authorities)
- 2.6 Students seeking entry visas to Australia to undertake a secondary exchange program must present the Acceptance Advice for Secondary Exchange Students (AASES) form. State/territory registering authorities issue this form to approved exchange organisations. (Appendix 2 is a sample form)
- 2.7 Payment of Overseas Student Health Cover (OSHC) is a precondition for a student visa. The OSHC ensures that overseas students, including exchange students, receive health cover at a moderate cost while ensuring that Australian tax payers do not incur health related costs for overseas students.

3 AREAS OF RESPONSIBILITY

3.1 The Commonwealth Government is responsible for:

- advising on immigration, health regulations and overseas travel safety issues; and
- issuing designated student visas for in-bound exchange students through the AASES form process.

3.2 State/Territory Registration Authorities are responsible for:

- issuing guidelines to organisations seeking registration;
- registering student exchange organisations;
- providing guidelines for organisations on student enrolment procedures, advice to schools and a timeline of key dates;
- accounting for the AASES forms issued and providing forms to exchange organisations when requested;
- monitoring reciprocity for all approved secondary exchange programs in their state/territory;
- maintaining contact with representatives of student exchange organisations; and
- maintaining Australia's reputation for the quality and integrity of its education and training services.

3.3 National Coordinating Committee for International Secondary Student Exchange (NCCISSE) is responsible for:

- reviewing and amending the NCCISSE National Guidelines as required;
- discussion of national issues relating to the provision of secondary student exchange programs across all states and territories;
- monitoring national reciprocity of SEOs;
- liaison with Commonwealth Government Departments regarding secondary student exchange matters; and
- providing the opportunity for SEOs to raise issues relating to the operation of secondary exchange programs in Australia.

3.4 Student Exchange Organisations (SEOs) are responsible for:

- maintaining necessary systems to carry out their duty of care requirements in a responsible and effective manner;
- providing orientation and counselling services for students and overseeing students' health and welfare;
- conducting their operations according to the NCCISSE Guidelines and any relevant guidelines of the state/territory registration authorities, including procedures for arranging the school and host family placements of exchange student and if necessary for changing these placements;
- ensuring that Overseas Students Health Cover (OSHC) has been paid and that normal day to day living expenses are covered for the duration of the exchange;
- notifying the state/territory registration authorities promptly when there is a fundamental change in the nature of the programs being offered;
- notifying the state/territory registration authority if students do not take up placements, leave the country sooner than expected, or do not leave the country when the program is completed;
- ensuring compliance with the child protection legislation of the states and countries in which they operate;
- ensuring the return of fully completed AASES forms to the relevant state/territory registration authority following the enrolment of exchange students, and
- ensure that a zero or positive reciprocity balance is maintained within each state/territory in which the organisation is registered.

3.5 Exchange Students are responsible for:

- fulfilling the requirements of the Student Visa;
- attending the appointed school full time;
- behaving in an appropriate manner as agreed under the terms of the relevant exchange program, and complying with school codes of conduct, regulations and conditions of enrolment;
- not undertaking paid employment beyond a maximum of twenty hours per week providing this employment does not interfere with or otherwise affect the student's studies and school performance, and is permitted by the student's parents and SEO;
- leaving the destination country on completion of the exchange program or the expiration of any relevant visa; and

- leaving the destination country earlier if circumstances develop such that the exchange organisation believes that the student's further participation in the program is not appropriate.

4 REGISTRATION OF EXCHANGE ORGANISATIONS

- 4.1 State/territory registration authorities will consider applications for registration against the Criteria for Registration of Secondary Student Exchange Organisations in these guidelines and those developed by the respective state or territory.
- 4.2 Applications for registration should address all the registration criteria in sufficient detail so that the state/territory registration authority can make a decision. Information provided by organisations will be treated as confidential.
- 4.3 Exchange organisations not granted registration or which have their registration cancelled or not renewed may request a review of the decision with the state/territory registration authority, in accordance with relevant state/territory procedures.
- 4.4 In most states/territories the registration authorities will register approved exchange organisations for a designated period. The state/territory registration authorities may undertake reviews during the period of registration. Reviews may occur:
- as part of the registration process;
 - when there is concern about unsatisfactory performance;
 - when there is significant growth in an exchange organisation's operations; or
 - when there is a fundamental change in the nature of the programs being offered.
- 4.5 State/territory registration authorities must maintain a list of organisations registered in their state/territory. The register is to be made publicly available.
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5. CRITERIA FOR THE REGISTRATION OF INTERNATIONAL SECONDARY STUDENT EXCHANGE ORGANISATIONS

GENERAL

5.1 Purpose of Exchange Programs

Exchange organisations must demonstrate that the principal purpose of their programs is to provide a broad educational experience for students and to further international / intercultural understanding.

5.2 Use of the Term ‘Student Exchange’

Exchange organisations must ensure all their in-bound students entering Australia on programs advertised as ‘student exchange’ enter on Subclass 571 Student Visas issued via AASES forms.

Exchange organisations providing other visit or cultural programs for young people for participants entering Australia on visitor visas must:

- not promote or refer to such programs as ‘student exchange’ programs in any way; or
- make explicitly clear to participants and parents that these programs are not “Student exchange programs provided under the National Guidelines for Student Exchange” and are not quality assured by the relevant state/territory registration authority.

5.3 Reciprocity

Reciprocity is calculated using the number of months students are on exchange. It is based on the allocation of one point for each month of exchange, from and including the month of commencement of enrolment and including the month of cessation of enrolment (e.g. a student arriving on 29 June and departing on 1 September earns 4 reciprocity points).

Exchange organisations must send students for an equal number of months from a particular state/territory as they host in that state/territory annually, or at least on a rolling two year basis.

An exchange that commences in a month of one year and concludes in the corresponding month in the next year would normally count as 13 points. However, the state/territories registration authorities have agreed to count it as 12 points.

Exchange organisations must submit to the state/territory registration authority’s information and statistics as requested regarding all incoming and outgoing programs.

Exchange organisations must record actual enrolment and cessation of enrolment dates when completing the *National Standard Annual Monitoring Form*.

The state/territory registration authorities will compare the total points for hosting and sending programs without particular concern for the mix of short and long term programs.

Students must attend school for the period designated by each state/territory registration authority to be included in any exchange reciprocity calculations. In most states and territories, the minimum period is three months or one full school term, whichever is shorter.

ORGANISATIONAL STRUCTURE OF EXCHANGE ORGANISATIONS

5.4 Eligibility for Exchange Organisation Registration

Exchange organisation registration is open only to:

- a school registered by an Australian state or territory department of education or statutory authority and providing secondary school programs for Australian domestic students; or
- a not-for-profit corporation, association or other legal entity established or registered under either Commonwealth, state or territory legislation.

5.5 Not-for-Profit Status and Financial Viability

Exchange organisations are required to provide evidence of not-for-profit status by submitting appropriate documentation to the relevant state/territory registration authorities.

Documentation required by registration authorities may include copies of:

- a certificate of incorporation,
- memorandum and articles of association,
- certificates of insurance/public liability cover,
- audited annual financial statements,
- compliance with ATO requirements for not-for-profit status, and
- standard invoices that demonstrate that program costs are reasonable and that revenue is expended entirely on the objectives of the exchange organisation. Exchange organisations must indicate what is included in participation fees and what are optional extras.

The state/territory registration authorities may request ongoing evidence from organisations that they are continuing to be not-for-profit.

Exchange organisations are required to demonstrate to the relevant state/territory registration authority that they are financially viable and have sufficient financial resources to fulfil their obligations and responsibilities at initial registration, re-registration and throughout their period of registration. Exchange organisations may be required to provide audited financial accounts to, or undertake a financial health assessment by, registering authorities.

5.6 'Fit and Proper Person' Requirement

In determining whether to register or re-register an exchange organisation the relevant state/territory registration authority may have regard to whether the exchange organisation, or any person involved in the management of, or the national, regional or local coordination of the exchange organisation:

- has ever had their registration by a state/territory registration authority in Australia suspended or cancelled;
- has ever had conditions imposed on their registration by a state/territory registration authority in Australia;
- has ever been convicted of a indictable offence;
- has ever become bankrupt;
- has ever been disqualified from managing corporations under the Corporations Act; or
- was involved in the management of, or provision of exchange programs by, another exchange organisation at the time that any of the above events occurred.

5.7 Third Party Arrangements

Exchange organisations must provide the relevant state/territory registration authority with information regarding all third party organisations used to support and deliver elements of their exchange program, including:

- the type of arrangement made between the parties;
- a copy of the contracts;
- information about the monitoring process; and
- a periodic evaluation of service delivery for both inbound and outbound students.

Exchange organisations must maintain up-to-date records of the above matters.

ADMINISTRATION OF STUDENT EXCHANGE PROGRAMS

5.8 Administrative Support

Exchange organisations must show evidence of an organisational structure within each state/territory in which they seek registration.

The organisational structure must:

- be effective and appropriate for the size of the operation;
- allow ready access by and communication with parents, schools, students and officers of appropriate agencies; and
- have effective and appropriate structures overseas to facilitate the exchange process for inbound and outbound students.

Where an SEO organisational structure includes local SEO coordinators, the SEO must:

- provide registration authorities with the name, residential address and contact telephone numbers for local SEO coordinators in that state or territory as part of the *National Standard Annual Monitoring Form*; and
- provide each exchange student with a local SEO coordinator residing within 200km of the student's host family residence.

5.9 Training and Criminal Record Checks for Exchange Organisation Staff

Exchange organisations must ensure that Criminal Record Checks are undertaken for all its officers, employees and volunteers in direct personal contact with students or with access to students' personal records or information, in accordance with the relevant state or territory requirements.

Exchange organisations must demonstrate that they provide training for local SEO coordinators and student support staff that specifically includes, as a minimum, instruction in:

- conflict resolution;
- procedures for handling and reporting emergency situations;
- awareness or knowledge of child safety standards;
- information on sexual conduct codes;
- procedures for handling and reporting allegations of sexual misconduct or any other allegations of abuse or neglect;
- the criteria to be used to screen potential host families and exercise good judgement when identifying what constitutes suitable host family placements; and
- the NCCISSE Guidelines and any relevant state/territory requirements.

5.10 Selection of Students

Exchange organisations must demonstrate that they have a screening process for selecting incoming and outgoing students and that they select only students of appropriate maturity levels and with the potential to benefit from the experience. State/territory registration authorities will determine the appropriate age for secondary exchange students in their state/territory.

5.11 Health Insurance

Exchange organisations must satisfy the state/territory registration authorities that health cover provisions are adequate for incoming and outgoing students. Incoming students must have Overseas Students Health Cover.

5.12 Prevention of Conflicts of Interest

Exchange organisations must ensure that no exchange organisation representative act both as a host family and as an exchange organisation representative, coordinator or supervisor for an exchange student except in emergencies and with the approval of the registering authority.

5.13 School Liaison

Exchange organisations must follow state/territory registration authority procedures about the placement of overseas students in schools, including attendance and academic pursuits and the recruitment of Australian students for overseas exchange.

Exchange organisations must demonstrate that they can provide effective liaison with schools through an identified liaison officer. For incoming exchange students, this includes providing the host school with host family and exchange organisation contact details; and providing information about the student, including copies of school and other reports as requested.

Organisations should outline procedures for ensuring that students are fulfilling all relevant school requirements/agreements and meeting visa conditions.

5.14 Exchange Organisations to Notify Changes to Relevant State/Territory Registration Authority

Exchange organisations must give notice to any relevant state/territory registration authority that has registered the exchange organisation, or has an application for registration from the exchange organisation, of any change in ownership, control, management or operations of the exchange organisation as soon as practical, and in any event within 28 days.

5.15 Release of Information by Relevant State/Territory Registration Authorities

Exchange organisations and applicants for exchange organisation registration acknowledge and consent to relevant state/territory registration authority releasing to a department of the Commonwealth or to another relevant state/territory registration authority responsible for exchange organisations, information it has about or arising from:

- an application for exchange organisation registration or re-registration;
- the registration or re-registration of an exchange organisation;
- a compliance audit or review of an exchange organisation undertaken by a relevant state/territory registration authority; or
- action taken by a relevant state/territory registration authority in relation to an exchange organisation.

5.16 Documentation

Exchange organisations must provide the state/territory registration authorities with all current documentation used in promoting their programs on request. All such information will be treated as confidential.

HOST FAMILIES

5.17 Support for Students and Host Families

Exchange organisations must demonstrate that incoming and outgoing exchange students and host families have adequate local assistance and support. Such support will cover appropriate reception, orientation, accommodation, transport and emergency arrangements as well as providing ongoing support and counselling networks for exchange students.

Schools are not expected to provide support and pastoral care for exchange students more than that normally provided to Australian students. They are not expected to provide crisis or emergency management networks for exchange students except where they are the registered exchange organisation for the student.

The state/territory registration authorities would require principals to notify them if there is a concern with an exchange organisation about any of the above, either before a student commences or during the placement.

If the concern is about a school registered as a student exchange organisation, then the school principal should not investigate a formal complaint against his/her own school, and an independent point of contact should be provided.

5.18 Screening of Host Families

Exchange organisations must adequately screen and select exchange student host families of all in-bound and out-bound students and as a minimum must:

- conduct an in-person interview with all host family members over 18 residing in the home;
- ensure that the host family is capable of providing a safe, comfortable and nurturing home environment;
- ensure that the host family understands and agrees to meet the financial obligations of hosting; and
- verify that each member of the host family has undergone a Criminal Record Check in accordance with the relevant national, state or territory requirements, in all countries where such checks are available.

Relevant state/territory registration authorities may consider Criminal Record Checks are not available in specific countries where:

- the relevant government authorities do not issue Criminal Record Checks; or
- the processes for prospective host families to obtain Criminal Record Checks are unreasonably burdensome and significantly more onerous than for Australian Criminal Record Checks.

For these countries, exchange organisations must advise parents and students that Criminal Record Checks are not available, and must implement alternative vetting procedures approved by the relevant state/territory registration authorities.

Selection of host families must not involve payment of board or a subsidy to the host family, or to any other party, as a condition of the student's placement. (For some

special programs, some organisations may provide a subsidy to host families with the approval of the state/territory registration authority.)

SEOs must ensure that a potential single adult host parent without a child in the home undergoes a secondary level review by a SEO representative other than the individual who recruited or screened the applicant. Such a secondary review should include demonstrated evidence of the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to his/her community. Both the exchange student and his or her parents/legal guardians must agree in writing in advance of the student's placement with a single adult host parent without a child in the home.

5.19 Orientation for Students and Host Families

Exchange organisations must demonstrate that they provide both pre-departure preparation and host country orientation programs, for both incoming and outgoing exchange students. Exchange organisations must demonstrate that there are adequate corresponding orientation programs for host families.

5.20 Relevant State/Territory Registration Authority Approval for more than One Student per Host Family

Relevant state/territory registration authority may approve a request from an exchange organisation for the placement of more than one international student to be accommodated with the same host family.

5.21 Minimum Scheduled Exchange Organisation Contact with Students & Host Families

Exchange Organisations must maintain, as a minimum, a monthly schedule of personal contact, face-to-face or by telephone, with all exchange students and host families.

5.22 Program Discounts for Hosting Students

Exchange organisations may provide a program discount to the family of an out-bound exchange student if they undertake to host an in-bound student, provided that:

- family members of the out-bound student meet National Guideline and exchange organisation requirements for host-families;
- the discount is a maximum of 10% of the cost of an out-bound student program; and
- the discount is paid as a rebate at the end of in-bound student's exchange program.

PROTECTION MEASURES FOR EXCHANGE STUDENTS

5.23 Out-Bound Students

Exchange organisations will protect out-bound exchange students through ensuring that they:

- notify the relevant state/territory registration authority of the details of all out-bound students prior to their departure from Australia, including as a minimum
 - the student’s full name,
 - home address, date of birth,
 - home school,
 - destination country,
 - destination school,
 - destination host family address,
 - departure and return dates, and
- provide parents of students with information about child protection laws and services;
- register students with the Australian Department of Foreign Affairs & Trade (DFAT) Smart Traveller website prior to departure;
- require out-bound exchange students transiting en-route to the destination country to only travel with international airlines that provide full transfer facilities and have appropriate procedures in the event of flight delays or interruptions;
- have up to date emergency contact information for airlines, Australian Embassies or High Commissions and other relevant agencies for all destination and transit countries; and
- arrange for parents of all out-bound exchange students to receive confirmation of the student’s safe arrival at the host family as soon as practicable.

5.24 Exchange Student Safety Card

Exchange organisations must ensure that all in-bound exchange students are provided with a card which lists:

- the exchange student’s name,
- the host family’s address, home telephone number and relevant mobile numbers,
- emergency contact details for the relevant exchange organisation coordinator or exchange organisation office; and
- the relevant state/territory registration authority’s name and email address, with a statement:

“(name of exchange organisation) is a student exchange organisation registered and quality assured in (State or Territory) by the (name of relevant state/territory registration authority). Students can contact the (name of relevant state/territory registration authority) at (email address).”

For example: “ABC is a Student Exchange Organisation registered in Victoria by the Victorian Registration & Qualifications Authority (VRQA). Students can contact the VRQA at vrqa.student.exchange@vrqa.vic.gov.au”.

Such cards must be provided in advance of the home country departure or immediately upon entry to Australia.

Exchange organisations must ensure that all out-bound students receive appropriate contact information regarding their host family and relevant SEO coordinator or contact person, and that all students and their parents or legal guardians are advised in writing before departure from Australia:

- that the organisation providing the exchange program is a registered SEO;
- the name of the relevant registering authority for the relevant state or territory that registered the SEO; and
- that students, or their parents or legal guardians, can contact the relevant registering authority regarding the SEO at the relevant email address for that authority.

For example: “*ABC is a Student Exchange Organisation registered in NSW by the NSW Department of Education. Students or their parents or legal guardians can contact DoE at studentexchange@det.nsw.edu.au”.*

5.25 Reporting Incidents or Allegations of Abuse

Exchange organisations must immediately report any incident or allegation involving actual or alleged sexual or physical abuse of an exchange student to both the relevant law enforcement agency and the relevant state/territory registration authority. Failure to report such incidents to both the law enforcement agency and the relevant state/territory registration authority shall be grounds for suspension or cancellation of an exchange organisation’s registration to provide student exchange programs.

5.26 Resolution of Problems

Exchange organisations must have documented procedures in place to resolve problems, including emergency situations, at the state/territory level. Students may be moved to another school if the original school placement is not satisfactory. When the school is the registered organisation for the student, an unsuccessful placement would normally be resolved by the student returning home early.

Exchange organisations may transfer students interstate only in exceptional circumstances.

For inbound students, SEOs must apply to the receiving state/territory registration authority for a new AASES form and not assume automatic approval. Reciprocity is to be calculated for the time the student spent in each state/territory and the relevant duration to be included in each respective state/territory’s annual reciprocity report.

5.27 Privacy of Student Information

Exchange organisations must protect the personal information, including photographs, of exchange students and, as a minimum, ensure that the organisation:

- obtains appropriate written consent for the publication or use of student images or information in any advertising or promotional material and clearly outlines the intended use of the material;
- in the recruitment of host families, does not provide personal information or photographs or images including likenesses of individual exchange students in any public or 'open' recruitment through advertising, websites, publications or displays accessible to the general public that would allow the student to be identified via social media;
- only provides a photograph, first name and basic information about student interests (i.e. no surname, address or contact details) to prospective host families who have registered with the SEO and who have commenced the relevant screening process, including verifying identity with photo identification;
- appropriately safeguards the access, use, storage and archiving of electronic and hard copies of all exchange student applications, files and documents containing student personal information; and
- retains and securely stores details of host families and student placements.

5.28 Information for Students on Privacy

Exchange organisations must have a policy and procedure in place that is provided to all exchange students and host families with information about the need for students to protect their personal privacy, and the privacy of members of their host family, while participating in an exchange program. This includes advice regarding the appropriate use and risks of the internet, social media such as Facebook and Twitter, internet chat rooms, YouTube diaries and weblogs.

PROGRAM EVALUATION

5.29 Program Evaluation

Exchange organisations must demonstrate to relevant state/territory registration authorities that they undertake annual or ongoing program evaluation, seeking post-program feedback on their services from students, parents and host families, and implementing improvements in response to the evaluation outcomes.

6 OUTGOING EXCHANGE STUDENTS

- 6.1 School principals should deal only with registered exchange organisations.
- 6.2 Any arrangement for students to join an overseas program is strictly between each student, his or her parents/care-givers and the exchange organisation. Neither the schools nor the state/territory registration authorities accept any responsibility for students while overseas on exchange.

7 INCOMING EXCHANGE STUDENTS

- 7.1 School principals should deal only with registered student exchange organisations.
- 7.2 Any arrangements for students to be enrolled are a matter strictly between the school, each student, his or her parents and the exchange organisation. The state/territory registration authorities do not accept any responsibility for overseas students enrolled in schools.

8 ACCEPTANCE ADVICE OF SECONDARY EXCHANGE STUDENT (AASES) FORMS

- 8.1 To obtain a student exchange visa for Australia, overseas exchange students require an Acceptance Advice for Secondary Exchange Student (AASES) form. Exchange organisations need to apply to the relevant state/territory registration authority for AASES forms using an official AASES request form. AASES forms will be issued on consideration of the organisation's reciprocity balance, and will not be issued to SEOs that have not provided a *National Standard Annual Monitoring Form*.

9 TIMETABLE OF KEY DATES

- 9.1 **By 1st September**
State/Territory registration authorities dispatch *National Standard Annual Monitoring Forms* to exchange organisations and schools registered as exchange organisations.
- 9.2 **By 1st October**
Exchange organisations to have correctly completed and returned *National Standard Annual Monitoring Forms* to the respective registration authority.

9.3 **In November**

The National Coordinating Committee for International Secondary Student Exchange meets for the annual national review.

APPENDIX 1 REGISTRATION AUTHORITIES FOR SECONDARY STUDENT EXCHANGE PROGRAMS IN AUSTRALIA

The state and territory registration authorities listed below have the responsibility for the registration or approval, and quality assurance, of schools and organisations providing secondary student exchange programs in the respective state or territory.

- ACT** Education & Training Directorate, ACT Government
International Education Unit
51 Fremantle Drv, Stirling (PO Box 158)
CANBERRA ACT 2601
Ph.: (02) 6205 9176 Fax: (02) 6205 9239
W: www.det.act.gov.au
E: ieu@act.gov.au
- NSW** Department of Education
NSW Exchange Registration Committee
DoE International
Level 2, 1 Oxford St, (Locked Bag 53)
DARLINGHURST NSW 2010
Ph.: (02) 8293 6982 Fax: (02) 9266 8098
W: www.schools.nsw.edu.au/studentsupport/programs/studentexchange
E: studentexchange@det.nsw.edu.au
- NT** Department of Education (DOE)
International Services Unit
Level 14, 55 Mitchell St (GPO Box 4821)
DARWIN NT 0801
Ph.: (08) 8901 4902 Fax: (08) 8999 5788
W: <http://www.education.nt.gov.au/students/international-services/exchange-programs>
E: international@nt.gov.au
- Queensland** Department of Education & Training (DET)
International Quality Unit
30 Mary St, (LMB 527)
BRISBANE QLD 4001
Ph.: (07) 3513 6748
W: <http://education.qld.gov.au/schools/cricos/student-exchange.html>
E: cricosreg@dete.qld.gov.au
- SA** Department for Education & Child Development (DECD)
International Education Services
31 Flinders St, (PO Box 1152)
ADELAIDE SA 5001
Ph.: (08) 8226 3402 Fax: (08) 8227 2391
W: <http://www.sa.gov.au/topics/education-skills-and-learning/working-in-education/international-education-and-exchange-programs/high-school-student-exchange-organisations>

E: decsisp@sa.gov.au

Tasmania

Tasmanian Assessment, Standards & Certification (TASC)
Level 6, 39 Murray Street, Hobart
GPO Box 333, Hobart Tasmania 7001
Ph.: (03) 6165 6000
W: www.tasc.tas.gov.au
E: enquiries@tasc.tas.gov.au

Victoria

Victorian Registration & Qualifications Authority (VRQA)
School Projects Unit
Level 2 Lonsdale Street (GPO Box 2317)
MELBOURNE VIC 3001
Ph.: (03) 9032 1538
W: www.vrqa.vic.gov.au/registration/international
E: (Student Exchange Mailbox)
vrqa.student.exchange@edumail.vic.gov.au

WA

WA Registration Committee
Department of Education
c/o Education & Training International (ETI)
Level 7, 3 Forrest Place
PERTH WA 6000
Locked Bag 16 OSBORNE PARK DC
Western Australia 6916
Ph.: (08) 9218 2100 Fax: (08) 9218 2160
W: www.eti.wa.edu.au
E: study.eti@dtwd.wa.gov.au



ACCEPTANCE ADVICE FOR SECONDARY EXCHANGE STUDENT (AASES) FORM: X201X/XXX

The Student Exchange Organisation (SEO) completes Parts A and B and sends the original to the student’s parent to complete Part C. The parent submits the original form with the Student Visa application to the relevant Australian Diplomatic Mission, retains a copy for their records and a copy for the student to present for enrolment at the Host School. The Host School receives the form with Part C completed, enrolls the student, completes Part D, retains a copy on the student’s file and sends a copy to the SEO. The SEO forwards the completed form to the XXXXXX (Registration Authority) at email: XXXX@XXX.au (or by fax to XXXXXXXX) within 14 days of commencement.

PART A. STUDENT DETAILS

Family Name: **SAMPLE**

Given Name: **SAMPLE**

Country of Citizenship: **SAMPLE** Date of Birth: _____ Gender: _____

Arrangements made for Overseas Student Health Cover? [Y] [N]

Proposed period of exchange program Enrolment Date: _____ Cessation Date: _____

Period of appropriate welfare confirmation* From: _____ To: _____

**Please note: this must be a minimum of the exchange period plus 7 days at the beginning and end of the student’s school enrolment to allow students adequate time for travel to and from Australia.*

**SAMPLE ONLY
NOT FOR DISTRIBUTION**

PART B. DETAILS OF ARRANGEMENTS MADE IN AUSTRALIA

Host School: _____

Host Family Name: _____

Host Family Address: _____ Telephone: _____

**SAMPLE ONLY
DO NOT COPY**

STUDENT EXCHANGE ORGANISATION DECLARATION:

This organisation has made appropriate arrangements in Australia for the student’s accommodation, support and general welfare. This Organisation will advise the Department of Immigration and Citizenship and the XXXX (State/Territory Registration Authority) if the student does not commence or complete the proposed period of exchange program, or, if the student’s enrolment is cancelled, and the reason for cancellation.

Name of Exchange Organisation: _____

Address of Exchange Organisation: _____

Email address and Fax number: _____

Name: _____
(Authorised Officer - please print)

Signed: **X** _____

Position: _____

Date: _____

Phone: _____

PART C. DECLARATION BY STUDENT’S PARENT/GUARDIAN - To be completed by a parent/legal guardian BEFORE submitting this form with the Student Visa application to the relevant Australian Diplomatic Mission. The parent/legal guardian retains a copy for their own records and a copy for the student to present for enrolment at the Host School in Australia.

I agree to my child participating in this student exchange program arranged by the above named Student Exchange Organisation and I agree to the information on this form being made available to other Commonwealth and State/Territory government agencies.

Parent/Legal Guardian Name: _____

Contact Phone: _____ Relationship to the student : _____

Signed: **X** _____
(Parent/Legal Guardian)

Date: _____

PART D. DECLARATION BY HOST SCHOOL – To be completed by the Host School in XXX when Part C is completed by the student’s parent and the student commences studies. The Host School keeps a copy in the student’s file and returns a completed copy to the Student Exchange Organisation.

I, _____ being the Principal/person authorised
by the principal of School _____

address: _____

declare the above-named student commenced full time studies on: _____/_____/201X

Signed: **X** _____
(Principal/Authorised Person)

Date: _____

Phone: _____

