## Frequently Asked Questions (StudyVic) – Refreshed ISP policies and procedures

## When are the refreshed ISP policies and procedures expected to take effect?

All refreshed ISP policies and procedures will take effect from 11 December 2019. These policies and procedures will be available on the StudyVic website at the link below: <https://www.study.vic.gov.au/en/Pages/ISP-School-Toolkit.aspx>

## Will the refreshed policies and procedures be applicable to students enrolled in the ISP prior to 11 December 2019?

The refreshed ISP policies and procedures will be applicable to all ISP-related activity including enrolments from 11 December 2019. These policies and procedures **will not** be applied retrospectively. For example, the refreshed Homestay Assessment and Site Visit Checklist is not expected to be applied to site visits prior to 11 December 2019. However, the refreshed checklist is expected to be used at any site visit from 11 December 2019 including at six-monthly site visits for students enrolled in the ISP prior to 11 December 2019.

Please contact IED if you require any further clarification or have additional queries on this issue.

## Is there a transition period for schools to adopt the refreshed ISP policies and procedures?

From 11 December 2019, all schools delivering the ISP are expected to adopt the latest policies and procedures.

In some limited cases and where there are extenuating circumstances, a school may require a short period of transition as it in adopts all aspects of the revised policies and procedures. If applicable for your school, please contact IED to discuss your school’s specific situation and the appropriate arrangements so that you continue to meet the requirements of the ISP policies and procedures.

## What is the ISP School Toolkit and how is it different to the policies and procedures? What is applicable for me in a school?

The ISP School Toolkit replaces the ISP Quality Standards and the School Resource Kit and provides schools with a clear picture of their obligations and expectations in delivering the ISP. The Toolkit summarises the ISP policies, procedures and legislative requirements for a schools audience, with a specific focus on what schools need to know and do to achieve compliance. While more detailed information is contained in the ISP policies and procedures, schools can find all the information they need in the ISP School Toolkit.

## Will there be any training for schools on the refreshed policies and procedures?

Yes. IED will be rolling out training sessions from now until the end of Term 1 2020 for school staff in all ISP schools, including through the existing International Student Coordinator Professional Learning Program. There will be dedicated training sessions for Level 1 and Level 2 schools, which will target relevant staff – including school leadership in some cases, and/or International Student Coordinators where applicable. Training sessions will be advertised in IED’s School Bulletin and direct emails to principals.

Prior to the training sessions, all schools should review the refreshed policies and procedures and the new ISP School Toolkit. We also suggest schools engage with IED to develop a stronger understanding of best practice in administering and delivering the ISP.

## I have feedback and/or queries regarding the ISP School Toolkit. Where should I direct these queries?

We are very keen for your views on the toolkit to make it more effective. Please direct this feedback and any queries on the toolkit by sending an email to [isp.school.toolkit@edumail.vic.gov.au](mailto:isp.school.toolkit@edumail.vic.gov.au)

We will endeavour to get back to you as soon as possible.