## ISP Intensive English Language Program Provision in Victorian Government English Language Schools and English Language Centres Policy

## Purpose

This policy outlines requirements when international students with a subclass 500 Student – Schools visa (standard and study abroad students) attend an intensive English language program (IELP) at a Victorian government English language school (ELS) or English language centre (ELC). Education services provided to these students must comply with the *Education Services for Overseas Students Act 2000* (ESOS Act).

The Department of Education (DE or the department) requires standard and study abroad students entering the International Student Program (ISP) in years 7-12 to undertake an IELP prior to commencing mainstream studies at their ESOS-accredited school unlessthey have evidence that they meet English language proficiency thresholds.

This policy is applicable to department staff, Victorian government ELS and ELC staff, and ESOS-accredited Victorian government schools. It is not applicable to ESOS-accredited schools running their own onsite IELP for international students, private IELP providers, or non-government schools.

This policy should be read by ELS/ELCs in conjunction with the associated Memorandum of Understanding (MOU) between the department and the ELS/ELC.

## Roles and responsibilities

The department’s International Education Division (IED) administers the ISP. It accredits Victorian government schools to deliver the ISP and monitors their compliance with legislative and regulatory requirements. It provides guidance, resources and training to ESOS-accredited schools as required. DE (IED) disburses international student tuition fees to schools as outlined in *Ministerial Order 819* *– Fees for Overseas Students in Government Schools.*

ESOS-accredited schools are the host school responsible for delivering a compliant ISP that provides learning and wellbeing support to international students, including for the period that students attend an offsite IELP at an ELS/ELC. Principals and International Student Coordinators (ISCs) are the key contacts about students in the ISP at their school.   
  
ELS/ELCs are responsible for delivering an IELP to international students enrolled in the ELS/ELC and ensuring their staff are aware of and meet ESOS compliance requirements. This includes reporting attendance, course progress and any welfare concerns about international students to the ISC at each student’s Victorian government host school.

## Processes

### International student orientation

ELS/ELCs may provide international students orientation to their school, and other associated activities to introduce them to Victoria, however the ESOS-accredited host school holds responsibility for the orientation of students under the ESOS Act. ISCs should liaise with ELS/ELCs to agree on suitable opportunities for students to be released to attend orientation activities at their host school.

### Reporting on student attendance, course progress and welfare

Attendance and course progress must be reported by the ELS/ELC to the ISC at each student’s host school. ELS/ELCs should liaise with the ISC regarding the preferred frequency, format and method of providing course progress and attendance.

In CASES21 ELS/ELCs should mark the students as current, while the host school marks them as future students. This will allow ELS/ELC staff to use CASES21 to record each student’s attendance and course progress during the IELP.

Attendance reports should be provided regularly by the ELS/ELC to the ISC at the host school to review, with additional communication as soon as a student’s attendance becomes disrupted and/or is at risk of falling below 90% in a term.

Course progress should be reported by the ELS/ELC to the host school at minimum every term, or more frequently if a student needs additional support or is at risk of being unable to progress to mainstream studies at the end of 2 terms of the IELP.

If the ELS/ELC or student’s host school has any concerns about a student’s progress, attendance, or welfare, contact should be made between the ELS/ELC and the ISC at the student’s host school as soon as practicable.

### International student tuition fees for IELP

For ESOS secondary students, the department will disburse international student tuition fees collected to the ELS/ELC and ESOS-accredited host school at the rates outlined in Ministerial Order 819, after the completion of each term.

For ESOS primary students the department will disburse international student tuition fees collected to the ESOS-accredited host school at the rates outlined in Ministerial Order 819, after the completion of each term. The ESOS-accredited host school will then disburse the relevant portion to the ELS/ELC as outlined in the Ministerial Order 819.

### ESOS training for schools

The department requires ESOS-accredited schools to participate in annual ESOS training. ELSs/ELCs may be requested to attend selected training if deemed necessary by the department.

## Legislation

* *Education Services for Overseas Students Act 2000* (ESOS Act) (Cth)
* *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (National Code) (Cth)
* *Ministerial Order 819 – Fees for Overseas Students in Government Schools (Vic)*

## Related documents

* [ISP Attendance Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Attendance_Policy.docx)
* [ISP Course Progress Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Progress_Policy.docx)

## Supporting information / websites

* [ISP School Toolkit on the Policy and Advisory Library (PAL)](https://www2.education.vic.gov.au/pal/international-student-program/policy)

## Definitions

* **CRICOS** is the Commonwealth Register of Institutions and Courses for Overseas Students.
* **DE** or the department means Department of Education in Victoria.
* **IED** is the International Education Division. IED is the division in the department that administers the ISP in Victorian government schools. IED is not a separate entity to the department, which is the CRICOS registered provider.
* **ELC** for the purpose of this document is a Victorian government English Language Centre
* **ELS** for the purpose of this document is a Victorian government English Language School
* **ESOS** means the *Education Services for Overseas Students Act 2000*
* **International students or students** are defined as secondary school students participating in the ISP under a subclass 500 Student – Schools visa.
* **School** for the purpose of this document is defined as the host school that is ESOS-accredited by the department to deliver the ISP.

## Contact and maintenance officer

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## Authorised

Executive Director, International Education Division

**Date of authorisation**: 07/06/2023

**Review frequency**: This policy will be reviewed at minimum every three years in conjunction with renewal of the associated MOU, or when any changes arise impacting its currency, including legislative or regulation change.