# ISP School Compliance Attestation Form

## Context

The Department of Education (DE or the department) International Education Division (IED) supports the delivery of high-quality learning experiences and educational outcomes for international students through the International Student Program (ISP) in Victorian government schools. The ISP policies and procedures facilitate compliance with the department’s obligations under the *Education Services for Overseas Students Act 2000* (Cth) (ESOS Act), and promote the safety, welfare and inclusion of international students in each school’s community.

The ESOS legislative framework (ESOS framework) consists of the ESOS Act, the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (Cth) (National Code), the Victorian Registration and Qualifications Authority (VRQA) Guidelines for the Enrolment of Overseas Students Aged Under 18 (VRQA Guidelines for Younger Students) issued pursuant to section 4.5.1(3) of the *Education and Training Reform Act 2006* (ETRA) and other relevant federal and state legislation and regulatory requirements. The ESOS framework regulates the provision of educational services to international students within Australia and applies to international students holding a subclass 500 Student - Schools visa (Standard and Study Abroad students).

The department is the registered provider of education services to overseas students in Victorian government schools on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The department accredits selected Victorian government schools under its CRICOS registration based on their willingness and ability to comply with the department’s obligations under the ESOS framework. The department must ensure that all Victorian government schools that it accredits continue to comply with the ESOS framework and support the department to facilitate global learning experiences for all students by engaging in enabling and inclusive practices to promote a sense of belonging for all students in the school community.

DE (IED) has developed the [ISP School Toolkit](https://www2.education.vic.gov.au/pal/international-student-program/policy) to assist schools to achieve compliance with the ESOS framework. The ISP School Toolkit sets out the school’s roles, responsibilities, and compliance requirements specified in the ISP policies and procedures.

Victorian government schools accredited by the department must:

* comply with the ISP policies and procedures
* develop and maintain a positive and engaging school culture consistent with the department’s student learning and wellbeing policies to foster international students’ sense of belonging in the school’s community and facilitate equal quality learning experiences
* understand the particular vulnerabilities of international students among all staff and ensure that the school’s policies and procedures protect the safety and wellbeing of these students consistent with the relevant Child Safe Standards
* complete mandatory ISP training for ESOS-accredited schools provided by DE (IED)
* sign this **attestation** form.

## Attestation

I, [insert Principal name], attest that the International Student Coordinator (ISC) and staff who interact with international students at [insert name of school] will adhere to the following minimum requirements applicable to an ESOS-accredited school, specifically:

* understanding their compliance obligations specified in the ISP policies and procedures.
* continuing to build an in-depth awareness and understanding of the ESOS framework by completing mandatory ISP training for ISCs and principals provided by DE (IED).
* fostering an inclusive and safe school community for all international students by including them in positive and enabling engagement strategies that are consistent with the department’s student learning and wellbeing policies.
* ensuring that the school has the necessary resources to provide additional English language, learning and wellbeing support for international students as required under the ESOS framework.

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| **School Details** |
| School: | [Insert name of school] | **School’s designated ISP Roles and Responsibilities[[1]](#footnote-2)**  |
| Level of ESOS-accreditation: | [Level 1 Accreditation or Level 2 Accreditation] | 1. Principal
 | [Insert person’s name] |
| Current enrolment cap: | [Insert the school’s current enrolment cap] | 1. Senior Responsible Officer
 | [Insert person’s name] |
| Proposed future enrolment cap (if applicable under re-accreditation): | [if applicable, insert the school’s proposed future enrolment cap] | 1. International Student Coordinator
 | [Insert person’s name] |
| **Principal***I confirm that my school agrees to participate in the ISP and comply with relevant department and ISP policies and procedures. I also confirm that I have read and understood the ISP Roles and Responsibilities and appropriately allocated and resourced these roles.* |
| Name:  | [Insert name] |
| Signed: | [Insert signature] |
| Date: | [Insert date of signature] |
| **School Council – President***I confirm that the school council agrees to participate in the ISP and comply with relevant department and ISP policies and procedures. I also confirm that the school council approves the school to enrol international students within the maximum enrolment numbers specified in this form.* |
| Name:  | [Insert name] |
| Signed: | [Insert signature] |
| Date: | [Insert date of signature] |
| **Regional Office***In endorsing the school’s application for ESOS-accreditation, the Regional Office confirms that the school has the capability and capacity to deliver a compliant ISP for the duration of their accreditation period (up to 4 years) in line with department and ISP policies and procedures.*  |
| Name:  | [Insert name] |
| Position: | [Regional Director, Area Executive Director or Senior Education Improvement Leader] |
| Signed: | [Insert signature] |
| Date: | [Insert date of signature] |

## School ISP roles and responsibilities

The table below provides a high-level summary of the responsibilities of key staff for the ISP in ESOS-accredited schools.

The ISP includes several inherently high-risk components, including greater child safety risks and risks of financial fraud (e.g., where single school staff members are assisting international students and their families with financial transactions or decision-making).

| Role | Responsibilities |
| --- | --- |
| **Principal** | The principal has four non-delegable responsibilities in relation to the ISP:* **Leadership**: Setting the tone for the school’s commitment to global learning and engagement.
* **Governance**: Incorporating the school’s ISP within existing governance and risk assessments (e.g., child safety, critical incidents, cash handling, staff secondary employment and conflict of interests). Report to school council on the program once per year, including compliance and high-risk components, such as homestays and third-party providers, and future plans for the program. As part of the Annual Report to the School Community provide details of programs offered for overseas students.
* **Allocating roles and resourcing**: Making sure that sufficient resources are allocated to ISP responsibilities, and that the ISP is integrated within relevant existing school functions, including critical incident oversight, the school’s risk register, emergency management planning, child safety officer, year level coordinators, career counsellor, student support services and VET coordinator (if relevant). The principal must hold a regular meeting (at least once per year), with the school’s Senior Responsible Officer and ISC to discuss ISP risks and oversight.
* **Training**:The principal must complete mandatory DE (IED) ISP training, usually once per year.

**Level 2 accredited schools only – highest risk**:* International students living in homestays are particularly vulnerable, as they may face language and cultural barriers, and may be living away from family and friends. Principals must ensure appropriate oversight of homestay arrangements, including 24/7 critical incident support (for example, where international students require support over weekends). Other principal homestay responsibilities are outlined in the [ISP Homestay Procedure](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Homestay_Procedure.docx).
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| **Senior Responsible Officer** | As delegated by the principal, the senior responsible officer role will normally be undertaken by an assistant principal (or in a smaller school, by the principal themselves).The senior responsible officer has day-to-day responsibility for coordination and leadership of the school’s ISP.* + Ensure that the school follows the department’s ISP policies and procedures as outlined in the [ISP School Toolkit](https://www2.education.vic.gov.au/pal/international-student-program/policy) to be compliant with the ESOS Act.
	+ Manage the enrolment and transfer of international students, including ensuring the school can provide the appropriate supports to prospective international students and monitoring the school’s international student enrolments within the school’s approved ISP enrolment cap.
	+ Ensure that all staff interacting directly with international students undertake training regarding the ESOS Act.
	+ Approve the school’s age and language-appropriate orientation materials to assist international students to adjust to study and life in Victoria.
	+ Oversee appropriate third-party education agreements for all international students studying with third-party providers (e.g. [VCE VET](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_VET_Policy.docx) and VCE language studies at [community language schools](https://www.education.vic.gov.au/PAL/isp-community-language-school-contract.docx) using department templates).
	+ Undertake an annual self-assessment of the ISP, including considering whether international students are safe and experiencing a quality learning experience.
	+ Provide feedback on performance of the ISP to the school’s strategic planning body and consider this as part of the school’s strategic and annual planning.
	+ Complete DE (IED)’s ISP mandatory training, usually once per year.
	+ Prepare and manage the school’s ISP budget (if applicable).
	+ Refer and manage any critical incidents as per the department’s [Managing and Reporting School Incidents (including emergencies) Policy](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy).
	+ If all school obligations have been fulfilled, refer any students who are at risk of not meeting course progress and attendance to DE (IED) for next steps, including possibly reporting the student to the Australian Government’s Department of Home Affairs (DHA) for not meeting visa conditions.

**Level 2 accredited schools only – highest risk**:* + Ensure operational oversight of homestay arrangements, including 24/7 critical incident support (for example, where international students require support over weekends).
	+ Ensure that for every international student residing in a homestay the appropriate checks have been conducted and an [ISP Homestay Responsibility Agreement](https://www.education.vic.gov.au/PAL/isp-homestay-responsibility-agreement.docx) is signed by the homestay provider and a representative of the school, prior to or on the international student’s day of arrival.
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| **International Student Coordinator** | The ISP includes several inherently high-risk components, particularly relating to financial fraud and child safety risks. ISCs must always act in accordance with the department’s values and policies, including never using their role to benefit themselves or their family members.As delegated by the principal, the ISC’s role will normally be undertaken by a staff member (or in a smaller school, by an assistant principal or the principal themselves).**Administrative*** Complete mandatory DE (IED) ISP training.
* Follow all DE (IED) [ISP policies and procedures](https://www2.education.vic.gov.au/pal/international-student-program/policy).
* Manage international student enrolments and transfers.
* Ensure all student and parent contact and visa information is in the Victorian International Students Information Tool ([VISIT](https://visit.educationapps.vic.gov.au)) and up to date.
* Ensure all student information is up to date in CASES21.
* Assist the department with seeking tuition payments for international students, as requested, and provide guidance so that families follow the department’s payment advice, noting that ISCs should never be in possession of student funds.
* Check international student fee disbursements to schools and report any errors back to DE (IED).
* Maintain accuracy of the ISP page on the school’s website, including correct CRICOS name and code (Department of Education, 00861K).

**Level 2 accredited schools only*** Organise marketing activities in line with ISP policies.

**Student Support** * Provide or organise age and language-appropriate orientation for international students.
* Provide or organise course counselling, wellbeing and welfare support, language support, and other learning supports (as needed).
* Monitor attendance and course progress and implement intervention strategies as per the [ISP Attendance Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Attendance_Policy.docx) and [ISP Course Progress Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Progress_Policy.docx), as needed.
	+ Liaise with internal stakeholders (school staff) and external stakeholders (e.g., third-party education providers or homestays) on behalf of international students.
	+ Facilitate leadership and planning opportunities for international students through school and student-based organisations (e.g., international captains, student representative council).
	+ Maintain a relationship with international students’ parents and provide them with school reports each semester.

**Critical Incidents*** Understand international student vulnerabilities and ensure key staff are familiar with how to handle international student critical incidents.

**Level 2 accredited schools only*** Ensure 24/7 critical incident support is available for Confirmation of Appropriate Accommodation and Welfare (CAAW) students living in homestays.

**Third-Party Education Providers*** Ensure appropriate third-party agreements are in place for international students involved with third-party education providers prior to commencement of studying subjects (e.g. [VCE VET](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_VET_Policy.docx) and VCE language studies at [community language schools](https://www.education.vic.gov.au/PAL/isp-community-language-school-contract.docx)).
* Provide DE (IED) with appropriate paperwork in relation to international student participation with third-party education providers.

**Homestays****Level 2 accredited schools only*** Understand that this is an area of critical importance and of the highest risk for international students.
* Understand, and follow, all requirements in the [ISP Homestay Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Homestay_Policy.docx) and associated documents.
* Pick up, or organise appropriate school staff member to pick up, international student at airport and take to homestay (if in school-arranged homestay, and only if requested if student in a parent-nominated homestay).
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## Submission

Please send the completed ISP School Compliance Attestation Form to: isp.quality@education.vic.gov.au.

## Definitions

* **CAAW** means Confirmation of Appropriate Accommodation and Welfare for students under 18 years old.
* **CRICOS** means Commonwealth Register of Institutions and Courses for Overseas Students**.**
* **DE** or the department means Department of Education in Victoria**.**
* **DE (IED)** means Department of Education– 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.
* **DHA** means Australian Government Department of Home Affairs
* **International students (or students)** are defined as students participating in the ISP who hold a subclass 500 Student – Schools visa**.**
* **ISP** means International Student Program. The department’s ISP is administered by DE (IED).
* **ISP enrolment cap** refers to the maximum number of international students holding a subclass 500 Student – Schools visa that can be enrolled at any one time in an ESOS-accredited school.
* **Level 1 accredited schools** are ESOS-accredited primary and secondary schools where students reside with a guardian/parent or a DHA-approved relative.
* **Level 2 accredited schools** are ESOS-accredited secondary schools (and P-9 or P-12 schools for Years 7 - 12) that facilitate homestay arrangements under a department-approved CAAW letter and/or undertake active marketing or promotion under the guidance and direction of the department.
* **School** means any Victorian government school accredited by DE (IED) to deliver the ISP.
* **School staff** are any employees of the school engaging with international students.
1. Please note that these roles are outlined in more detail at the end of this form. [↑](#footnote-ref-2)