



TIRIMOANA SCHOOL

GROUP INTERNATIONAL FEE-PAYING LEARNERS POLICY

RATIONALE:

To ensure the safety, well-being of the students and the quality of academic and social education of all groups of International Learners studying at Tirimoana School, and to ensure compliance with the NZQA Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

GUIDELINES:

1. Policies and Procedures relating to the NZQA Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.
2. A group being two or more International Learners visiting together for 12 weeks or less organized by a provider.
3. Information given to group of international learners will be adjusted to meet the requirements of the group and the period of visit. Such information will be provided in writing and separately.
4. An application/enrolment form will be completed for each international learner giving full contact details and any special health, learning or other needs. This form must be signed by the parent and forms the contract between the school and parent.
5. All group international learner arrangements and conditions shall be set out in an agreement to be signed by the school and the group organizer.
6. An appropriate person will be designated to oversee any group's activities held at the school.
7. A non-refundable administration fee of \$300 will be charged for each visiting group.

PROCEDURES:

1. Supervision is to be provided to all group international learners in accordance with Part 5 & 6 of the Guidelines to Support the NZQA Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.
The school will ensure the group supervisor has the required skills and knowledge, as outlined in the guidelines.
Should an emergency arise the NZ based staff member will be responsible for all actions taken in an emergency and will follow the procedures laid down in the School EOTC policy.
The designated person will, in conjunction with the group leader, notify the school and the international learner's parents.
All emergencies will be documented by the designated person. If this is not possible then by the most senior person present.
2. All international learners are required to have appropriate and current medical and travel insurance for the duration of these planned period of visit in NZ, as specified in the Code of Practice 2021.
The school shall advise all prospective groups of the medical and travel insurance requirements as per the Code of Practice.
Group international learners should have combined medical and travel insurance taken out before they leave their Country and a copy in English for the school to verify that it is an acceptable policy.
The school will record the Name of the Insurer, Policy Number, Policy start and end dates.
3. Safety checks will be carried out on designated caregivers, including accommodation /living arrangements to make sure there is no over-crowding, and police vets will be actioned.
4. Caregivers must be made aware of grievance procedures, including providing information about the website i-student complaints, and the website Fairway.

NELP Objective 1: Priorities 1 & 2. Objective 2: Priority 4

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