

# APPLICATION FOR REGISTRATION AS A STUDENT EXCHANGE ORGANISATION (TAS)

Please use this form to apply for registration as a Student Exchange Organisation (SEO) in Tasmania.

An SEO operated student exchange program is a reciprocal program whereby Tasmanian students attend secondary school and enrol in a full-time school program in another country for a minimum period of one term or 12 weeks, up to a maximum period of 12 months. Similarly, students from overseas undertake study in Tasmania. The main purpose of a student exchange program is to provide a broad educational experience for students and to further international/intercultural understanding.

Evidence gathered in this application will be assessed against the requirements of [Tasmanian Assessment, Standards and Certificate Act, 2003](#) and the [National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia 2022](#) (the National Guidelines).

The [Tasmanian Assessment, Standards and Certificate Act, 2003](#) (TASC Act) Sections 33D to 33N of Division 3 - *Registration of Student Exchange Organisations* authorise Tasmanian Assessment, Standards and Certification (TASC) to register Student Exchange Organisations. You can access the TASC Act from <https://www.tasc.tas.gov.au/>.

Please ensure you have a copy of the updated [National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia 2022](#) when preparing this application. The National Guidelines are available at <https://www.tasc.tas.gov.au/>.

Applications must be submitted using this form [TASC Act 33D (2) (a)].

For Explanatory Notes to assist the completion of this application please refer to Appendix 3 of this document.

If you have any queries regarding this application, please contact Tasmanian Assessment, Standards and Certification (TASC) on (03) 6165 6000 or via email at [enquiries@tasc.tas.gov.au](mailto:enquiries@tasc.tas.gov.au)

# SECTION ONE – PROVIDER DETAILS

## LEGAL ENTITY

Legal Entity Name<sup>1</sup> .....

Trading Name<sup>2</sup> .....

ABN.....

ACN.....

## PRINCIPAL EXECUTIVE OFFICER<sup>3</sup> (PEO)

Please identify the person who has legal responsibility for the organisation:

Full Name .....

Position .....

Address.....

State..... Post Code.....

Phone Number .....

Email Address.....

## CONTACT PERSON

Please identify the person nominated by the PEO, with direct access to the PEO, who is authorised to act on behalf of the organisation. This person will be the contact person for matters relating to this application for registration.

Full Name .....

Position .....

Address .....

State ..... Post Code.....

Phone Number .....

Email Address .....

<sup>1</sup> Please attach a copy of the **Certificate of Registration of a Company** or the **Certificate of Incorporation** with the application.

<sup>2</sup> Complete if using a trading/business name. Please attach a copy of the **Certificate of Registration of Business Name** with the application.

<sup>3</sup> The Principal Executive Officer must complete and submit a **Fit and Proper Person Declaration** (see appendix I).

**ADDRESS OF HEAD OFFICE**

Street Address .....

Suburb .....

State..... Post Code.....

Please tick if Postal Address is the same as the Street Address

**POSTAL ADDRESS**

Street Address .....

Suburb .....

State..... Post Code.....

**YOUR OTHER CONTACT DETAILS**

Primary Phone Number .....

Other Phone Number/s .....

Email Address.....

Website .....

Facebook .....

Twitter .....

YouTube.....

*Please include additional contact information if available.*

**NAMES OF DIRECTORS, OWNERS, PARTNERS, MANAGERS, AND NATIONAL, TASMANIAN, REGIONAL AND LOCAL COORDINATORS**

Please identify the persons involved in management of, or the national, Tasmanian regional or local coordination of the exchange organisation.

Full Name .....

Position .....

Address .....

State..... Post Code.....

Email Address.....

Phone Number .....

Full Name .....

Position .....

Address.....

State..... Post Code.....

Email Address.....

Phone Number .....

Full Name .....

Position .....

Address .....

State..... Post Code.....

Email Address.....

Phone Number .....

*Please attach a separate list if additional contact fields are required.*

**PERSONS AUTHORISED TO REQUEST AASES FORMS**

Please identify the persons within your organisation authorised to request AASES forms.

Full Name .....

Position .....

Address .....

State..... Post Code.....

Email Address.....

Phone Number .....

Full Name .....

Position .....

Address .....

State..... Post Code.....

Email Address.....

Phone Number .....

Full Name .....

Position .....

Address .....

State..... Post Code.....

Email Address.....

Phone Number .....

*Please attach a separate list if additional contact fields are required.*

**PARTNER ORGANISATIONS**

Please provide details of the overseas partners or schools involved in the outbound provision of your programs:

Name of organisation .....

Contact Person.....

Address .....

State..... Post Code.....

Email Address.....

Website .....

Phone Number .....

Name of organisation .....

Contact Person.....

Address .....

State..... Post Code.....

Email Address.....

Website .....

Phone Number .....

Name of organisation .....

Contact Person.....

Address .....

State..... Post Code.....

Email Address.....

Website .....

Phone Number .....

*Please attach a separate list if additional partner organisation fields are required.*

# APPLICANT HISTORY

## PREVIOUS AND/OR CONCURRENT APPLICATIONS AND REGISTRATIONS

Have you, your organisation or related body<sup>4</sup> ever held registration as a secondary student exchange organisation in any State / Territory in Australia?

Please indicate yes or no .....

If **Yes**, please provide details:

State / Territory .....

Date of Initial Registration .....

Registration Expiry Date .....

State / Territory .....

Date of Initial Registration .....

Registration Expiry Date .....

State / Territory .....

Date of Initial Registration .....

Registration Expiry Date .....

*Please attach a separate list if additional fields are required.*

## SANCTIONS

Have you ever been subjected to any sanctions?

Please indicate yes or no .....

If **Yes**, please provide details:

State / Territory .....

Date of Sanction .....

Reason for Sanction .....

*Please attach a separate list if additional fields are required.*

<sup>4</sup> Related body means one which is linked to the applicant by common ownership or directors, common name, contractual arrangement, informal understanding or other means such that the related body has a vested interest in the services provided or has a potential ability to influence the provision of services.

**UNSUCCESSFUL SEO REGISTRATIONS**

Have you, your organisation or related body been previously refused OR had an SEO registration cancelled in any other State or Territory?

Please indicate yes or no.....

If **Yes**, please provide details:

State / Territory.....

Date of Refusal/Cancellation .....

Reason for Refusal/Cancellation .....

*Please attach a separate list if additional fields are required.*



# SECTION TWO – CRITERIA FOR THE REGISTRATION OF INTERNATIONAL STUDENT EXCHANGE ORGANISATIONS

The application will be assessed against the requirements of the [Tasmanian Assessment, Standards and Certification Act, 2003](#) and the Registration Criteria within the [National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia](#) (the National Guidelines).

Please refer to the [National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia](#) when preparing this application. The National Guidelines can be accessed from the Regulatory Authority’s website: <https://www.tasc.tas.gov.au>.

For each required criterion, please specify the name of each relevant document containing the required evidence, policy or procedure and, if applicable, the page number. Where there are multiple relevant documents, please list each document. Please ensure that you attach a copy of all referenced policies and procedures to this application.

We recommend that all required policies and procedures are contained within a Handbook or Staff Manual.

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## General Criteria

*This part refers to sections 5.1 to 5.7 of the National Guidelines*

### 5.1 PURPOSE IN PROVIDING A STUDENT EXCHANGE PROGRAM

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.

Document Name/s  
(and Page Number/s if applicable) .....

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### 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.

Document Name/s  
(and Page Number/s if applicable) .....

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### 5.3 RECIPROCITY

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.

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

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

Your policy and procedure must detail how you will maintain and report on reciprocity. This policy and procedure must address:

- how you will ensure you send an equal number of students from Tasmania as you host in Tasmania annually
- how you will ensure that you submit to the Tasmanian registration authority information and statistics as requested, on all incoming and outgoing programs
- how you will ensure that you record actual enrolment and cessation of enrolment dates when completing the National Standard Annual Reciprocity Monitoring forms, and;
- how you will ensure that you record exchange program points for an exchange which is for a minimum of three months or one full school term, whichever is shorter.

For additional information on Reciprocity, please refer to **Appendix 2** towards the end of this application form.

*Please attach evidence, including a policy and procedure, detailing how you will maintain, and report on, reciprocity.*

Document Name/s  
(and Page Number/s if applicable) .....

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### 5.4 ELIGIBILITY FOR EXCHANGE ORGANISATION REGISTRATION.

Exchange organisation registration is open only to:

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

*Please attach evidence of being registered as a not-for-profit organisation – see the National Guidelines for a list of the types of documentation required)*

Document Name/s  
(and Page Number/s if applicable) .....

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## 5.5 NON PROFIT STATUS AND FINANCIAL VIABILITY

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.

Organisations applying as a not-for-profit corporation, association or other legal entity are required to demonstrate to the Registration Authority their financial viability.

*Please provide a statement below setting out your financial situation and attach supporting evidence. This must include evidence of not-for-profit status.*

Statement .....

.....

Document Name/s  
(and Page Number/s if applicable) .....

.....

## 5.6 FIT AND PROPER PERSON REQUIREMENT

In determining whether to register or re-register an exchange organisation, the relevant state/territory 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 meets specified 'Fit and Proper Person' Requirements.

*See Appendix 1 (on page 22 of this application). Please complete a separate declaration for each person as detailed in Appendix 1.*

Document Name/s  
(and Page Number/s if applicable) .....

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## 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.

*If you intend, as an exchange organisation to use third party organisations to deliver elements of your exchange programs, please detail of the type of arrangement/s between the parties including copies of contracts and/or information on the monitoring process.*

Document Name/s  
(and Page Number/s if applicable) .....

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## Administration of Student Exchange Programs:

*This part refers to sections 5.8 to 5.16 of the National Guidelines*

### 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,
- Have effective and appropriate structures overseas to facilitate the exchange process for inbound and outbound students, and
- Meet regulator and exchange student requirements concerning SEO coordinators, where the organisational structure includes local SEO coordinators (see immediately below).

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
- **each exchange student with a local SEO coordinator residing within 200km of the student's host family residence.**

*Please provide details of the organisational structure of your organisation/school, in relation to secondary student exchange.*

Document Name/s  
(and Page Number/s if applicable) .....

### 5.9 TRAINING AND CRIMINAL RECORD CHECKS FOR EXCHANGE ORGANISATION STAFF

Exchange organisations must ensure that all employees, volunteers and host families members undertake a Criminal Record Check or register to work with children in Tasmania if required. For further information on Working with Children Registration, including who is required to register, contact the Tasmanian Department of Justice at [http://www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

*The policy and procedure must detail how you will monitor that each person, who is required to do so by law, has completed a Criminal Record Check or is registered to work with children.*

**You must also demonstrate that your organisation provides 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.

Document Name/s  
(and Page Number/s if applicable) .....

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### 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.

*The policy and procedure must detail your screening process for selecting incoming and outgoing students.*

Document Name/s  
(and Page Number/s if applicable) .....

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### 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.

*The policy and procedure must address how you ensure that incoming and outgoing students have adequate health cover, including Overseas Student Health Cover for incoming students.*

Document Name/s  
(and Page Number/s if applicable) .....

.....

### 5.12 PREVENTION OF CONFLICT OF INTEREST

Exchange organisations must ensure that no exchange organisation representative acts 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.

*The policy and procedure must detail how you ensure that an exchange organisation representative does not act as both a host family and an exchange organisation representative / coordinator or supervisor for an exchange student, except in emergencies and with the approval of the registering authority.*

Document Name/s  
(and Page Number/s if applicable) .....

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### 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.

*The policy and procedure must detail your process for providing effective liaison with schools through an identified liaison officer, and address how you will ensure students are fulfilling all relevant school requirements/agreements and meeting visa conditions.*

Document Name/s  
(and Page Number/s if applicable) .....

### 5.14 EXCHANGE ORGANISATIONS TO NOTIFY CHANGES TO RELEVANT STATE / TERRITORY REGISTRATION AUTHORITIES

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.

*The policy and procedure must detail how you will ensure that you notify the Tasmanian registration authority within 28 days of the event of any change in ownership, control of management or operations of the exchange organisation.*

Document Name/s  
(and Page Number/s if applicable) .....

### 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 a exchange organisation.

*Please be aware that information provided in this application can be shared with another relevant state / territory registration authority.*

Document Name/s  
(and Page Number/s if applicable) .....

**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.

*Please attach copies of all your marketing material for both inbound and outbound programs.*

Document Name/s  
(and Page Number/s if applicable).....  
.....

## Host Families

*This part refers to sections 5.17 to 5.22 of the National Guidelines*

### 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.

*The policy and procedure must detail how you intend to support students and their host families, including appropriate reception, orientation (may be covered in more detail in section 6.3 Orientation for Students and Host Families), accommodation, transport and emergency arrangements, as well as ongoing support and counselling networks for exchange students.*

Document Name/s

(and Page Number/s if applicable) .....

### 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 understand and agree 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.

For countries where criminal record checks are not available, 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.

Moreover, **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.**

*The policy and procedure must detail adequately screening and selecting of exchange student host families for all inbound and outbound exchange students, and must include, but is not limited to:*

- *conducting an in-person interview with all host family members over 18 residing in the host family's home*
- *the capability of the host family to provide a safe, comfortable and nurturing home environment*
- *the financial obligations, by the host family of hosting a student*
- *verifying that each member of the host family has undergone a criminal record check or reasonably similar checks to satisfy the Tasmanian registration authority requirements (where these checks are unreasonably burdensome and significantly more onerous than for Australian criminal record checks, the exchange organisation must state that they will advise the parents and students of the 'reasonably similar checks' conducted)*
- *the selection of host families not involving payments of board or a subsidy to the host family as a condition of the student's placement (unless otherwise approved by the Tasmanian registration authority)*



- a secondary review of a potential single adult host parent without a child in the home that 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 and
- undertaking that 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.

Document Name/s  
(and Page Number/s if applicable) .....

.....

**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.

*The policy and procedure must detail the orientation program for both inbound and outbound students, and their respective host families.*

Document Name/s  
(and Page Number/s if applicable) .....

.....

**5.20 RELEVANT STATE / TERRITORY REGISTRATION AUTHORITY APPROVAL FOR MORE THAN ONE STUDENT PER HOST FAMILY.**

The 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.

*The policy and procedure must detail that approval is sought prior to placement of more than one international student with the same host family.*

Document Name/s  
(and Page Number/s if applicable) .....

.....

**5.21 MINIMUM SCHEDULED EXCHANGE ORGANISATION CONTACT WITH STUDENTS AND 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.

*The policy and procedure must detail a minimum monthly schedule of personal contact with all exchange students and their host families, for all those participating in a current exchange program with your organisation.*

Document Name/s  
(and Page Number/s if applicable) .....

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## 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.

*The policy and procedure must detail how program discounts are monitored.*

Document Name/s

(and Page Number/s if applicable) .....

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# Protection Measures for Exchange Organisations:

This part refers to sections 5.23 to 5.28 of the National Guidelines

## 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,
- 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.

The policy and procedure must detail the requirements above.

Document Name/s  
 (and Page Number/s if applicable) .....

.....

## 5.24 EXCHANGE STUDENT SAFETY CARD

Exchange organisations must ensure that all in-bound exchange students are provided with an exchange student safety card, which is 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.

The Student Card must contain the equivalent of “xxx is a Student Exchange Organisation registered in Tasmania by Tasmanian Assessment, Standards and Certification (TASC). Students or their parents or legal guardians can contact TASC at [enquiries@tasc.tas.gov.au](mailto:enquiries@tasc.tas.gov.au)”

The policy and procedure must detail the requirements in relation to an Exchange Student Safety Card.

Document Name/s  
 (and Page Number/s if applicable) .....

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## 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.

The policy and procedure must detail the process for reporting incidents or allegations of abuse.

Document Name/s  
(and Page Number/s if applicable) .....

## 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. They 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.

*The policy and procedure must detail how you will work to resolve problems which include emergency situations such as: moving students from one school to another, transferring them interstate, or an unsuccessful placement resulting in the early return home for an exchange student.*

Document Name/s  
(and Page Number/s if applicable) .....

## 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 home-stay host families and student placements.

*The policy and procedure must detail how you will protect the personal information of students and their host families, including photographs **or images including likenesses of individual exchange students**.*

Document Name/s  
(and Page Number/s if applicable) .....

## 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.

*Please attach a copy of the **policy and procedure** that you intend to give students in relation to the protection of personal information.*

Document Name/s  
(and Page Number/s if applicable).....  
.....

## Program Evaluation:

*This part refers to sections 5.29 of the National Guidelines*

### **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.

*The policy and procedure must detail how you will evaluate existing programs.*

Document Name/s  
(and Page Number/s if applicable).....  
.....

## SECTION THREE - Declaration:

*Declaration: As the legally responsible person for this SEO, I certify that all information provided in this application has been checked and is true and correct and without error.*

Name (print).....

Signature..... Date.....

### CHECKLIST

The following documentation and declarations must be included with the application. Please use this checklist to ensure you have included all relevant information:

- Completed Application form
- Certificate of Registration of a Company or Certificate of Incorporation
- Certificate of Registration of Business Name
- Evidence of not-for-profit / school status and financial viability
- 'Fit and proper person' declaration for each person involved in the management of, or the national, regional or local coordination of the exchange organisation
- All evidence, including policies and procedures, referenced in the application form
- All marketing and promotional material, including links to online marketing information
- The signature on this application being made by the person legally responsible for the SEO.

**PLEASE RETURN THE COMPLETED FORM, AND ALL ATTACHMENTS, TO TASMANIAN ASSESSMENT, STANDARDS AND CERTIFICATION:**

If you have any questions regarding this form, please contact us on (03) 6165 6000

Please return to:

MAIL:	DELIVER TO:	EMAIL:
GPO Box 333 Hobart TAS 7001	Level 1, 114-116 Murray Street Hobart TAS 7000	enquiries@tasc.tas.gov.au

#### Personal Information Protection Act 2004

Tasmanian Assessment, Standards and Certification is committed to protecting information collected through this process and the handling of data in accordance with the Personal Information Protection Act 2004. All information we collect from you will be kept secure and confidential

## APPENDIX I – ‘FIT AND PROPER PERSON’ DECLARATION

Section 5.6 of the National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia states that:

In determining whether to register or re-register an exchange organisation, the relevant state/territory 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 meets specified ‘Fit and Proper Person’ Requirements.

In order for the Tasmanian registration authority to assess whether each of the persons mentioned above meets fit and proper person requirements, **each of the persons named in page 4 of this application must answer the following questions and sign a separate declaration.**

### Privacy notice

*The Tasmanian registration authority is collecting this information in accordance with the National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia to assess your application to apply for registration as a student exchange organisation. Your personal information will not be disclosed to any other third party without consent, unless authorised or required by law.*

Full Name .....

Position .....

1. Has an SEO, while you were working with it, ever had their registration suspended or cancelled by a state/territory registration authority in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Has an SEO, while you were working with it, ever had conditions imposed on their registration by a state/territory registration authority in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you ever been convicted of an indictable offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Have you ever become bankrupt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Have you ever been disqualified from managing corporations under the <i>Corporations Act</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Were you involved in the management of or provision of exchange programs by another exchange organisation at the time that any of the above events occurred?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered **Yes**, to any of the questions 1 - 6 above, you must provide further details:

.....



## DECLARATION

Made under the Tasmanian **Oaths Act 2001** <sup>1</sup>

I<sup>2</sup>, \_\_\_\_\_, do solemnly and sincerely declare that the information I have provided in this Fit and proper person requirements declaration is true and accurate and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 2001*.

Signed <sup>3</sup>

Declared at \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year)

Before me, \_\_\_\_\_ 4

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<sup>1</sup> A person who wilfully makes a false declaration is guilty of an offence punishable by imprisonment.

<sup>2</sup> Here print the name, address and occupation of person making the declaration.

<sup>3</sup> Signature of person making the declaration.

<sup>4</sup> Signature of person before whom the declaration is made.

<sup>5</sup> Here insert title of person before whom the declaration is made (Justice of the Peace, notary public, Commissioner for taking affidavits, etc.).

## APPENDIX 2 – ACCOUNTABILITY AND REPORTING REQUIREMENTS FOR REGISTERED STUDENT EXCHANGE ORGANISATIONS, INCLUDING SCHOOLS:

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.

### **Example:**

Jenny and Jeremy participate in exchange programs organised by ACME Exchange Ltd.

Jenny travels to Sweden on a 6-month exchange. She arrives in Sweden on 6 August and commences her studies at her Swedish school on 7 September. She finishes her school studies on 30 March and returns to Australia on 30 April. Jenny's exchange will be counted as 7 points (September until March)

Jeremy travels from Canada to Australia. He arrives on 2 February and commences school on 4 February. He finishes school on 30 November and returns to Canada on 20 December. Jeremy's exchange will be counted as 10 points (February until November)

### **Reciprocity Calculation – Example:**

ACME Exchange Ltd had a Carry-Over Cumulative Reciprocal Balance of 10 points.

Carry-Over Balance from the previous year	Sending Total (+)	Hosting Total (-)	New Balance	Carry-Over Balance for the following year
10	7	-10	-3	7

Calculation:

- 1 Calculate the total of 'Sending' Points and the total of 'Hosting' Points – please ensure that you only calculate those months students spend actively enrolled in a school.
- 2 Subtract the 'Hosting' Points from the 'Sending' Points to calculate the 'New Balance' – please be aware, if your organisation has 'Hosted' more students than it has sent overseas, the 'New Balance' will be a negative figure.
- 3 Subtract the 'New Balance' figure from the 'Carry-Over Balance from the previous year'. This will calculate the new 'Carry-Over Balance for the following year'.

*Please be advised that AASES forms will be issued on consideration of the organisation's reciprocity balances. An excessive negative reciprocity balance can lead to a restriction on, or suspension of, AASES forms for a period of time. AASES forms will also not be issued to organisations that have not returned a requested Annual Reciprocity Return.*

## APPENDIX 3 – EXPLANATORY NOTES:

- 1 A copy of the National Guidelines for Exchange Organisations 2018 is available on the Registration Authority's website:

<https://www.tasc.tas.gov.au>

These guidelines have been designed to assist organisations and schools applying to register to operate as Registered Exchange Organisations in the State of Tasmania. **Please read the guidelines carefully prior to completing the application form.**

- 2 Organisations seeking registration must be secondary schools or not-for-profit companies registered within Australia.
- 3 When completing the application form, please answer each question in detail, providing as much information as possible. This will enable the Registration Authority to obtain a thorough understanding of the procedures established by your organisation/school and to consider the suitability of your application.
- 4 Organisations may be required to provide multiple responses to questions in the application form if arrangements vary from country to country in which exchanges are conducted.
- 5 Prior to consideration of your application, representatives from the Registration Authority may arrange an interview to discuss the submission and the conditions of registration. Please note that no interview will take place unless the application has been completed and signed and all relevant attachments included.
- 6 The need for reciprocity requires that registered exchange organisations/schools balance the sending and hosting of students on a two-year basis, i.e. the total length of time overseas students spend in a school in Tasmania must equal the total length of time students from Tasmania spend overseas. The purpose of maintaining reciprocity is to ensure that the program is cost neutral to the government. It is an Australian government requirement that these procedures are strictly adhered to. Reciprocity imbalances are grounds for de-registration.
- 7 Please note that students are required to be enrolled in school and have an 80% attendance rate. Each organisation is required to record the date of commencement at school and the date the student finishes school as well as the month of arrival and departure for each student exchange. This information is to be included in the reciprocity annual return.