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 QualityAssurance@tasc.tas.gov.au

TASMANIAN ASSESSMENT, STANDARDS & CERTIFICATION

Section One – Provider details

Legal entity

Legal Entity Name[1] ....

Trading Name[2] ....

ABN...

ACN ....

Principal Executive Officer[3] (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 ....

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[1] Please attach a copy of the **Certificate of Registration of a Company** or the **Certificate of Incorporation** with the application.

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

[3] The Principal Executive Officer must complete and submit a **Fit and Proper Person Declaration** (see appendix 1).

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& CERTIFICATION

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 ....

Social Media/s...

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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[4] 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.

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[4] 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.

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& CERTIFICATION

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.

General

This part refers to sections 5.1 to 5.3 of the National Guidelines:

5.1 Purpose of exchange programs

SEOs must demonstrate that the principal purpose of their programs is to provide a broad educational experience for students and to further international/intercultural understanding.

5.2 Use of the term 'student exchange'

SEOs must ensure all their in-bound students entering Australia on programs advertised as 'student exchange' enter on a subclass 500 (school sector) visa issued via AASES forms.

SEOs 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 TASC.

Please provide relevant marketing material for outbound students, and program information provided to overseas partner organisations for use in the recruitment of students to participate in a Tasmanian inbound program with your organisation.

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

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5.3   Reciprocity

SEOs are required to maintain a neutral or positive reciprocity balance within Tasmania.

SEOs must submit to TASC authority information as requested regarding all incoming and outgoing programs, including the enrolment commencement and cessation dates for each student. This information must be confirmed annually on the *National Standard Annual Monitoring Form.*

Students must attend school for at least three months, or one full school term, whichever is shorter.

Your documentation must address the process your organisation will follow to ensure it meets its reciprocity obligations in Tasmania across a rolling 2-year period.

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

Please attach evidence detailing how you will maintain, and report on, reciprocity.

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

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Governance of SEOs

This part refers to sections 5.4 to 5.10 of the National Guidelines:

5.4   Eligibility for SEO registration

SEO 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   Not-for-profit status and financial viability

SEOs are required to demonstrate to TASC 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. SEOs may be required to provide audited financial accounts to, or undertake a financial health assessment by, registering authorities.

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

Statement...

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

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5.6   'Fit and Proper Person' requirement

In determining whether to register or re-register the SEO, TASC may have regard to whether the SEO, or any person involved in the management of, or the national, regional or local coordination of the SEO meets specified 'Fit and Proper Person' Requirements.

Please complete a separate declaration for each person as detailed in Appendix 1.

5.7   Organisational structure

SEOs 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.

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, in relation to secondary student exchange.

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

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5.8   Criminal Record Checks / Working with Children Checks

SEOs must ensure that all employees, volunteers and host families members undertake a Criminal Record Check or Registration to Work with Vulnerable People in Tasmania if required. For further information on Registration to Work with Vulnerable People, including who is required to register, contact the Tasmanian Department of Justice at [Registration to work with vulnerable people](#)

The documentation must detail how you will monitor that each person, who is required to do so by law, has completed a Criminal Record Check or has registration to work with vulnerable people.

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

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5.9   Training for SEO staff

SEOs must demonstrate that they provide 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 and critical incidents
- relevant child safety standards and reporting requirements
- information on regulatory requirements for minors in destination countries
- 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 exercising good judgement in assessing if the host family will be able to provide the appropriate environment and support for the exchange student; and
- the NCCISSE Guidelines and any relevant state/territory requirements, as they relate to the role of the coordinator and student support staff.

Documentation must detail your organisation's staff training program, specific to the individual roles within the organisation.

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

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5.10   Third party arrangements

SEOs must maintain up-to-date records and provide TASC with information regarding all third party organisations used to support and deliver elements of their exchange program.

Documentation must include copies of contracts/agreements with each of your organisation's oversees partners and/or information on how your organisation monitors its third party organisations.

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

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Administration of Student Exchange Programs

Exchange Programs

This part refers to sections 5.11 of the National Guidelines:

5.11   Structure of student exchange programs

SEOs must follow the procedures about the placement of overseas students in schools, including attendance and academic pursuits, within each state/territory in which the organisation operates.

SEOs should ensure that changes to a student exchange program including changes to the start date, duration, departure date, host school, or host family is minimised.

A student exchange program should not include a change of host school unless the original host school placement is not satisfactory. If the host school is the SEO, an unsuccessful placement would normally be resolved by the student returning home early.

- If the program intends to include placement with more than one host family during the program, please provide evidence of this in your marketing material and enrolment process, and provide policies and procedures regarding consent prior to the student's first placement.
- SEOs may transfer students interstate only in exceptional circumstances and only with:
  - written parental support for the transfer; and
  - the approval of both the current and relevant interstate registration authority prior to any changes being made.

Documentation must detail your organisation's policies, procedures and marketing material on the structure of the student exchange program.

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

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Students

This part refers to sections 5.12 and 5.13 of the National Guidelines:

5.12   Selection of students

SEOs 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.

Please provide documentation on your screening process for selecting incoming and outgoing students, including selection criteria and application forms.

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

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5.13   Health insurance

SEOs must ensure that appropriate insurance is obtained and maintained for inbound and outbound exchange students.

The insurance must provide for:

- cover while travelling to and from Australia
- personal/public liability
- accident and specialist care
- cover for natural parents to visit for a medical emergency
- medical repatriation
- repatriation of remains
- luggage/baggage.

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)...

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Host families

This part refers to sections 5.14 to 5.19 of the National Guidelines:

5.14   Screening of host families

Inbound Students

SEOs must adequately screen and select host families and as a minimum must include:

- an in-person interview with all host family members over 18
- a home inspection prior to placement
- ensuring host families understand and agree to financial obligations of hosting
- verifying Working with Vulnerable People checks.

Outbound Students

SEOs must ensure there are appropriate processes in place for the screening and selection of exchange student host families for outbound students, and as a minimum must include:

- an in-person interview with all host family members over 18
- ensuring that the host family is capable of providing a safe, comfortable and nurturing home environment
- ensuring host families understand and agree to financial obligations of hosting
- verifying Working with Vulnerable People checks.

Placement of more than one student with a host family

Where an SEO intends to place more than one student simultaneously with the same host family, the SEO must ensure all parties agree to the double placement prior to the second student being accommodated with that host family.

Please provide documentation of the information your organisation provides host families in the recruitment of families, as well as your organisation's selection criteria for the recruitment of host families. Provide copies of any support documents your organisation intends to use in the selection and screening process, such as host family home check lists or similar.

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

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Placement with single adult host parents without children

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. Such a secondary review 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. 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 another child in the home.

Please provide documentation showing the selection and verification process for ensuring the suitability of a single adult without children as a host parent.

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

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5.15   Prevention of conflict of interest

SEOs must ensure that no SEO representative act both as a host family and as a SEO representative, coordinator or supervisor for an exchange student except in emergencies and with the approval of the registering authority.

Please provide documentation on the steps your organisation takes to manage any conflicts of interest in the placement of students with a host family.

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

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Support and Supervision

This part refers to sections 5.16 to 5.19 of the National Guidelines:

5.16   Orientation for students and host families

SEOs must demonstrate that they provide both pre-departure preparation and host country orientation programs, for both inbound and outbound students. The policy and procedure must detail the orientation program for both inbound and outbound students, and their respective host families.

The orientation program must include:

- information on the organisation's program rules and expectations
- information on the roles and responsibilities of students and host families
- information on seeking assistance and reporting any incidence or allegations involving actual or alleged sexual, physical or other abuse
- information on the relevant child protection laws governing minors in the student's destination country
- who to contact in emergency situations

- information about the SEO's complaints process
- contact details for TASC
- for host families, information on handling critical incidents and issues relating to student well-being.

Please provide information on your organisation's orientation program for students and host families.

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

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5.17   Support for students and host families

SEOs must demonstrate that inbound and outbound 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 documentation must detail how you intend to support students and their host families, including appropriate reception, orientation (may be covered in more detail in 5.16 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)..

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5.18   Minimum scheduled SEO contact with students and host families

SEOs must maintain, as a minimum, a monthly schedule of personal contact, face-to-face, Skype or by telephone, with all inbound and outbound exchange students and host families.

For outbound students, a SEO may satisfy this requirement by ensuring a monthly schedule of personal contact from a third party organisation in the destination country.

Please provide information on how your organisation maintains a minimum schedule of contact with both inbound and outbound students.

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

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5.19   Program discounts for hosting students

SEOs may provide a program discount to the family of an outbound exchange student if they undertake to host an inbound student, provided that:
- family members of the outbound student meet National Guideline and the SEO requirements for host-families

- the discount is a maximum of 10% of the cost of an outbound student program
- the discount is paid as a rebate at the end of inbound student's exchange program.

Please provide documentation regarding applicable discounts or program participation fee discounts.

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

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Host Schools

This part refers to sections 5.20 of the National Guidelines:

5.20   School liaison

SEOs must follow TASC's requirements for the placement of overseas students in schools, including attendance and academic pursuits and the recruitment of Australian students for overseas exchange.

It is an expectation that students will commence their enrolment at the host school in line with the commencement dates of the relevant school term.

SEOs must demonstrate that they can provide effective liaison with schools through an identified liaison officer.

For inbound exchange students, SEOs must provide the host school with:

- host family and SEO contact details; and
- information about the student, including copies of school and other reports as requested.

SEOs must maintain procedures for ensuring that students are fulfilling all relevant school requirements (e.g. abiding by the school's code of conduct, the school rules and policies about uniform and attendance) and meeting the student visa conditions

Please provide documentation regarding the program information provided when recruiting a host school, information provided to schools on a prospective student, information on the roles and responsibilities of the school liaison person, and information on the process your organisation will follow to maintain effective liaison with each host school.

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

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Requirements to Notify

This part refers to sections 5.21 to 5.23 of the National Guidelines:

5.21   Changes to SEO governance

SEOs 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, executive management or operations of the SEO as soon as practical, and in any event within 10 working days.

The documentation must detail how you will ensure that you notify TASC within 10 working days of the event of any change in ownership, control of management or operations of the SEO.

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

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5.22   Changes to student exchange programs – inbound and outbound

SEOs should take all appropriate steps to minimise changes to the student's agreed program.

SEOs must notify TASC prior to any changes to a student's program unless there are exceptional circumstances that require an immediate change (e.g. a risk to the student's safety).

If an immediate change is made to a student's program the SEO must notify TASC as soon as practical but within 5 working days of the change.

Changes to a student's program may include, a change to:

- Host School
- Host family
- Start date
- Duration
- Departure date

Where the student's program involves the student changing host school as part of the scheduled program, approval must be sought from TASC for each host school prior to the commencement of the student's exchange.

If a change is made to a student's program, SEOs must ensure that students and parents/ guardians are informed of the change.

Please provide documentation outlining how your organisation manages changes to student exchange programs.

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

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5.23   Changes to third party arrangements

The SEO must notify TASC of any changes to the people or organisations that the SEO has a third party arrangement with within 10 working days of the change.

If the SEO enters into a new third party agreement, TASC must be advised of this new arrangement, and details of the new arrangements including the contract and any supporting documents must be provided.

Please provide details of your policy and procedure for notifying TASC of changes to third party arrangements.

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

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Confidentiality and Information Sharing

This part refers to sections 5.24 and 5.25 of the National Guidelines:

5.24   Release of information by TASC

The organisation acknowledges and consents to TASC releasing to a department of the Australian Government, or to another relevant state/territory registration authority, information regarding:

- an application for SEO registration or re-registration
- the registration or re-registration of the organisation
- a compliance audit or review of the organisation undertaken by TASC; or
- action taken by TASC in relation to the organisation

In the event that the base registration of an SEO ceases, the relevant registration authority will notify other relevant state / territory registration authorities

Consent signature ....

Date ....

5.25   Marketing and recruitment documentation

The organisation must provide TASC with all current documentation used in promoting their programs on request.

Consent signature ....

Date ....

Protection Measures for Exchange Students

This part refers to sections 5.26 to 5.32 of the National Guidelines:

5.26   Response to critical incidents

SEOs must have policies and procedures that apply to inbound and outbound students to address critical incidents and serious issues impacting on student well-being. At a minimum these must include procedural information on how the organisation will manage incidences arising from:

- natural disasters
- terrorism
- student well-being, illness or injury
- break-down in the host family arrangements.

The policies and procedures must provide that appropriate contact is maintained with the student and that the student's parents are kept informed.

A written record of any critical incident and remedial action taken by the SEO must be maintained for at least two years after the exchange student ceases to be an accepted exchange student.

Please provide a copy of your critical incident policy.

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

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5.27   Outbound students

SEOs will protect out-bound exchange students through ensuring that they:
- notify TASC of the details of all outbound students prior to their departure from Australia
- provide parents of students with information about child protection laws and services
- require outbound 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
- arrange for parents of all outbound exchange students to receive confirmation of the student's safe arrival at the host family as soon as practicable.

Please provide information on the travel arrangements your organisation makes for its outbound students, including confirmation of the student's safe arrival.

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

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5.28 Exchange student safety Information

Inbound students

SEOs must ensure that all inbound exchange students and their parents are provided with the following information electronically prior to the departure of the student, which includes:

- the host family's address, home telephone number and relevant mobile numbers
- emergency contact details for the relevant SEO coordinator or SEO office
- TASC's name and email address, with statement

Outbound students

SEOs must ensure that all outbound students are provided with the following information electronically prior to the departure of the student, which includes:

- the host family's address, home telephone number and relevant mobile numbers that the organisation providing the exchange program is a registered SEO
- the name of the third-party organisation that will be providing for the student while the student is overseas
- emergency contact details for the relevant SEO coordinator or SEO office in the student's destination country
- emergency contact details for the relevant SEO in Australia
- the name of TASC, outlining that that student, or their parents or legal guardians, can contact TASC regarding the SEO at QualityAssurance@tasc.tas.gov.au.

Please provide copies of the student inbound and outbound safety cards.

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

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5.29 Reporting incidents or allegations of abuse

SEOs must immediately report any incident or allegation involving actual or alleged sexual, physical, or emotional abuse of an inbound or outbound exchange student to both the relevant law enforcement agency and TASC. Failure to report such incidents to both the law enforcement agency and TASC shall be grounds for suspension or cancellation of a SEO's registration to provide student exchange programs.

Please provide a copy of your organisation's child protection policy, information provided to inbound and outbound students on how to report an incident or allegation involving actual or alleged sexual or physical abuse, and training material to staff on how to report an incident or allegation involving actual or alleged sexual or physical abuse.

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

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TASMANIAN
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& CERTIFICATION

5.30   Resolution of problems, including complaint management

The SEO must have and implement a documented internal complaints handling and appeals process and policy, and provide the exchange student with comprehensive, free and easily accessible information about that process and policy.

Please provide copies of your organisation's policies and procedures to manage the resolution of problems and complaints management.

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

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5.31   Privacy of student information

SEOs 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
- retains and securely stores details of home-stay host families and student placements.

*Please provide privacy and social media policies and procedures detailing how your organisation 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)...

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5.32   Privacy information for students and host families

SEOs 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)..

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Program Evaluation

This part refers to section 5.33 of the National Guidelines:

5.33 Program evaluation

SEOs must demonstrate to TASC that they undertake annual or ongoing program evaluation, seeking post-program feedback on their services from students, parents, host families and schools, and implementing improvements in response to the evaluation outcomes.

Please provide:

- *documentation of the organisation's program evaluation for students and host families*

- *results of the last program evaluation*

- *information on how the organisation evaluates its program, including its evaluation of its oversees partner organisations.*

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

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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	QualityAssurance@tasc.tas.gov.au

*Please note that there is a size limit on this inbox. You may wish to zip files before emailing, or send your documents via an online drive (such as OneDrive).

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.

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APPENDIX 1 – '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?	☐ Yes	☐ 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?	☐ Yes	☐ No
3. Have you ever been convicted of an indictable offence?	☐ Yes	☐ No
4. Have you ever become bankrupt?	☐ Yes	☐ No
5. Have you ever been disqualified from managing corporations under the *Corporations Act*?	☐ Yes	☐ 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?	☐ Yes	☐ 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* [1]

I[2],   , 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 [3]

Declared at   the   day of   (month)   (year)

Before me,   [4]

                                                  [5]

[1]   *A person who wilfully makes a false declaration is guilty of an offence punishable by imprisonment.*
[2]   *Here print the name, address and occupation of person making the declaration.*
[3]   *Signature of person making the declaration.*
[4]   *Signature of person before whom the declaration is made.*
[5]   *Here insert title of person before whom the declaration is made (Justice of the Peace,
       notary public, Commissioner for taking affidavits, etc.).*

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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 2022 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 TASC 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 TASC 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.

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