

## International Students – Group Students

### 6.2

#### Rationale

Group students means:

6. International students organised by agents or schools who have achieved a group offer of place; or
7. Two or more international students studying together in New Zealand for no more than three calendar months on a group visit organised by a provider.

#### Waiuku College has developed a Group Student Policy –

1. To ensure the safety, well-being of the students and the quality of academic and social education of all groups of International Students studying at **Waiuku College**
2. To ensure compliance with the Education (Pastoral Care of International Students) Code of Practice 2016

#### Requirements

1. **Waiuku College** policies and procedures relating to the Code of Practice 2016 will apply to Group Students – see **Waiuku College** policies and procedures, Application and Information sheet.
2. Information given to group students will be adjusted to meet the requirements of the particular group and the period of study. Such information will be provided in writing and separately.
3. An application/enrolment form will be completed for each student giving full contact details and any special health, learning or other needs.
  - For students under 18 years, individual forms must be signed by the parent and forms the contract between the school and the parent.
4. All group student arrangements and conditions shall be set out in an agreement to be signed by the education provider and the group organiser.
- ~~5.~~ **Waiuku College** designates the International Manager or other appropriate person to oversee all group visits.

#### Group Supervision

1. Supervision is to be provided to all group students to comply with the Education (Pastoral Care of International Students) Code of Practice 2016.

2. Waiuku College will ensure that the group supervisor has the required skills and knowledge, as outlined in the Guidelines.
3. In the event of an accident or emergency, Waiuku College's Health and Safety policies and procedures will be followed. Any relevant agents and/or overseas school contact person will be notified immediately.

#### *Medical and Travel Insurance Policy for Group Students*

##### Policy Requirement Advice

- a. All group students are required to have current and combined medical and travel insurance for the duration of their planned period of study in New Zealand, as specified in the Code of Practice 2016.
- b. Waiuku College shall advise all prospective groups of the medical and travel insurance requirements as per the standard wording in the Code of Practice 2016.
- c. Group students should have combined medical and travel insurance.
- d. Group students purchasing insurance through a New Zealand insurer should have insurance cover before they leave their home country.
- e. Where insurance is provided from a New Zealand company, policy details should be provided in the group's first language if requested.
- f. Where overseas insurance policies are used, the agent or school should ensure a copy in English is forwarded to Waiuku College to ensure the policy is appropriate.

##### *Verification of Policies*

1. **Waiuku College** must verify groups are in receipt of an acceptable Medical and Travel Insurance policy.
2. Verification of policies will be undertaken before arrival.

##### *Recording of Policy Details*

3. For each group **Waiuku College** shall record the:
  - a. Name of the Insurer
  - b. Policy number
  - c. Policy start and end dates

Adopted by Board of Trustees: 20 June 2017