



PROCEDURE FOR THE MANAGEMENT OF SUPERVISED GROUPS

Purpose

This procedure outlines factors that will be considered when managing supervised groups. This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016 and the Education Act 1989.

Rationale:

Howick College has developed a Supervised-Groups Procedure:

- To ensure that students enrolling at the school as part of a group are properly supervised
- To ensure the safety and well-being of the students and the quality of academic and social education of all International Students studying at the school.
- To ensure compliance with the Education (Pastoral Care of International Students) Code of Practice 2016 (The Code).

A supervised group is considered to be:

- Two or more international students travelling together in New Zealand under the supervision of a person or organization other than Howick College, and enrolling at Howick College as international students for periods up to 6 weeks.

Procedure Objectives:

1. To promote international understanding and enhance internationalization at Howick College
2. To ensure the safety and well-being of all supervised group students that enroll at Howick College
3. To consider the particular needs of students enrolling as part of supervised groups and ensure the administration and pastoral care provided for supervised group students meet the requirements of the code.

ENROLMENT OF SUPERVISED GROUP STUDENTS

Howick College will enroll supervised group students on the ENROL system as per Ministry of Education Guidelines for groups to ensure that these students are recorded as international students.

USE OF EDUCATION AGENTS

The Assistant International Director will ensure that we do not accept any supervised group students through an education agent without first following our policy and procedures for the management of education agents, including having a signed and current Agency Agreement with the education agent.

In order to ensure that Howick College and an education agent understand and meet their duty-of-care for the students, the Assistant International Director will draft, and ensure that both parties sign, a memorandum of understanding for each supervised group. The memorandum of understanding will provide details of the group including, number, ages

and genders of students, arrangements for group supervision and accommodation, agreed pricing schedules, important timelines, programme requirements and the roles and responsibilities of both parties.

ACCOMMODATION FOR SUPERVISED GROUP STUDENTS

Howick College will ensure that supervised group students stay in appropriate accommodation as defined in the Code.

Appropriate accommodation may be:

- Residential caregiver
- Hotel, motel, unlicensed hostels or other supervised group accommodation options
- Staying with students' parents or legal guardians

Howick College will ensure that every international student under 10 attending the school as part of a supervised group for up to three months lives with their parent or legal guardian for the full duration of their enrolment, unless they are accommodated in the school hostel.

If an accommodation agent is involved in the placement of supervised group students in accommodation on behalf of Howick College, we will have an Agency Agreement with that accommodation agent.

INSURANCE FOR SUPERVISED GOUP STUDENTS

IMPORTANT NOTE:

The Code requires that all students enrolled with a signatory for 2 weeks duration or longer must have appropriate insurance cover. In order to better fulfil our duty-of-care for all international students enrolled at Howick College, this policy requires all international students to have appropriate insurance cover including those who enroll at the school for less than 2 weeks.

Howick College will therefore ensure that all supervised group students have appropriate insurance for the duration of their enrolment, and if practicable, for the duration of their time in New Zealand including travel between their home country and New Zealand. Insurance policies, whether arranged by the school or the student or their family, will be deemed to be appropriate if they provide cover for:

- Medical expenses to the value of NZ\$1,000,000 to unlimited
- Repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members to and from New Zealand; and
- Death of the student, including cover of:
 - i) Travel costs of family members to and from New Zealand; and
 - ii) Costs of repatriation or expatriation of the body; and
 - iii) Funeral expenses

GROUP SUPERVISION

Howick College will ensure that groups enrolling at the school have proper supervision. The number of supervisors and the type of supervision for a group will be negotiated and detailed in the memorandum of understanding. Factors in deciding proper supervision will include:

- The number of students
- The ages and genders of the students
- The duration of the visit

- The levels of students' English language proficiency
- The activities the students will be involved in

If Education Outside the Classroom (EOTC) activities are undertaken, the school's EOTC guidelines will determine appropriate supervision ratios and other safety measures put in place for these activities.

ORIENTAION

Supervised group students will be provided with an orientation on arrival as per the school orientation procedures.

VISAS

The school will ensure that all students enrolling as part of a supervised group will have the appropriate visa to study at Howick College.