



WAIMEA COLLEGE

Policies and Procedures

Policy: NAG 6 – International Group Students

Date Approved: 21 September 2020

Review Date: 2023

Under the Education (Pastoral Care of International Students) Code of Practice 2016:

Group students means:

“Two or more international students aged 10 or over entering New Zealand together or in an organised group enrolling as a signatory for 12 weeks or less.”

Rationale

Waimea College has developed a Group Students Policy:

- 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 Waimea College.
- To ensure compliance with the Ministry of Education’s Education (Pastoral Care of International Students) Code of Practice 2016.

Guidelines

1. Waimea College policies and procedures relating to the Code of Practice will apply to Group Students – see Waimea College policies and procedures, including those for Accommodation and Homestay Application, Emergency and Risk Management, International Students’ Handbooks.
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 this will form the contract between the school and the parent.
4. All Group Students arrangements and conditions shall be set out in an agreement to be signed by Waimea College and the group organiser.
5. Waimea College will designate an appropriate person to oversee the tour operations.
6. An evaluation will take place after each Group Students’ with feedback sought from all parties to ascertain the value of the Group visiting and to provide feedback for future Groups.
7. Waimea College will determine the visiting Group has appropriate supervision travelling with and remaining with the Group for the duration of the Group’s stay.

Group Supervision

1. Supervision is to be provided to all Group Students in accordance with Part 1 Section 3 of the Guidelines to Support the Education (Pastoral Care of International Students) Code of Practice 2016.
2. Waimea College will ensure that the Group supervisor has the required skills and knowledge, as outlined in the Guidelines.
3. Should an emergency situation arise the Waimea College designated person, in conjunction with the Group supervisor, will be responsible for all actions taken in an emergency situation and will follow the procedures laid down in the Waimea College Education Outside the Classroom (EOTC) procedure and/or Emergency Management Plan.
4. The designated person will, in conjunction with the Group supervisor, notify the International Manager, the Waimea College Principal, the New Zealand Police (if appropriate) and the student's parents.
5. All emergencies will be documented by the designated person. If this is not possible then by the most senior person present.

Medical and Travel Insurance Policy for Group Students - Policy Requirement Advice

1. All Group Students are required to have appropriate and current medical and travel insurance for the duration of their planned period of study in New Zealand, as specified in the Code of Practice.
2. Waimea College will advise all prospective Groups of the medical and travel insurance requirements as per the standard wording in the Code of Practice.
3. Group Students should have combined medical and travel insurance.
4. Group Students purchasing insurance through a New Zealand insurer should have insurance cover before they leave their home country.
5. Where insurance is provided from a New Zealand company, policy details should be provided in the Group's first language where possible.
6. Where overseas policies are used, the Group organiser should ensure a copy in English is forwarded to Waimea College to ensure the policy is appropriate.

Verification of Insurance Policies

Waimea College must verify groups are in receipt of an acceptable Medical and Travel Insurance policy. Verification of policies will be undertaken prior to enrolment.

As part of the verification process, Waimea College shall ensure that:

1. The insurer/re-insurer is a reputable and established company with substantial experience in the Travel Insurance business, and has a credit rating no lower than A from Standard and Poors, or B+ from A M Best.

2. The insurer is able to provide emergency 24-hour, 7 day per week cover.
3. Students have a “certificate of currency” and policy wording from the insurance company stating that the student has purchased the cover for the duration of the planned period of study.
4. The insurance cover is appropriate.

Where a Group is not in possession of appropriate and current medical and travel insurance policy Waimea College undertakes to:

1. Advise the Group of the medical and travel insurance requirements.
2. Provide the Group with a default policy which meets the requirements of the Code of Practice Guidelines.

Recording of Policy Details

For each Group Waimea College shall record the:

- a. Name of the Insurer
- b. Policy number
- c. Policy start and end dates.

Date Adopted: 21 September 2020

Chairperson:



Waimea College Board of Trustees