



# INTERNATIONAL SECONDARY STUDENT EXCHANGE PROGRAM

## > APPLICATION FOR REGISTRATION AS A STUDENT EXCHANGE ORGANISATION IN WESTERN AUSTRALIA

This form is to be used by schools to apply for registration as a student exchange organisation in Western Australia (WA).

Applications for registration will be assessed by the Western Australian Advisory Committee comprising representatives from TAFE International Western Australia (TIWA), the Association of Independent Schools of Western Australia (AISWA), Catholic Education Western Australia (CEWA) and The Department of Education (DoE.)

Please complete this form electronically or use BLOCK LETTERS ONLY.

Please ensure you have a copy of the National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia (2015) when preparing this application. A copy of this document may be found at TAFE International by clicking on this link: [www.tafeinternational.wa.edu.au/your-study-options/study-at-school/student-exchange](http://www.tafeinternational.wa.edu.au/your-study-options/study-at-school/student-exchange)

If you have any queries regarding this application, please contact TAFE International Western Australia (TIWA):

Location: East Perth TAFE Campus, Building B, Level 2, 140 Royal Street, East Perth WA 6004

Telephone: 08 9218 2100 | Email: [secondaryexchange.tiwa@dtwd.wa.gov.au](mailto:secondaryexchange.tiwa@dtwd.wa.gov.au)

*Privacy notice: The information provided will be used to update the Secondary Student Exchange Register. Personal information will not be disclosed to any third party without consent, unless authorised or required by law.*

### SECTION 1 – ENTITY DETAILS

#### LEGAL ENTITY

Legal entity name: .....

Trading name: .....

ABN: ..... ACN: .....

Is your school also registered on the Commonwealth Register of Institutions and courses for overseas students (CRICOS)? Yes No

If yes, please provide the CRICOS Code: .....

## PRINCIPAL EXECUTIVE OFFICER (PEO)

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Please note - A separate 'Fit and Proper Person Declaration' must be completed by the Principal Executive Officer (see appendix 1).

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

### PEO details

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Full name:

Position:

Telephone/mobile:

Email:

### Contact person

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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:

Telephone/mobile:

Email:

### Head office details

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Street address:

Suburb:

State:

Post code:

Please tick if postal address is the same as the street address.

### Postal address

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Street address:

Suburb:

State:

Post code:

Primary phone number:

Other phone number:

Email:

Website:

## NAMES OF COORDINATORS

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Please identify the persons involved in the management of the coordination of the exchange program within your school.

### Person one

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Full name:

Position:

Telephone/mobile:

Email:

### Person two

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Full name:

Position:

Telephone/mobile:

Email:

### Person three

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Full name:

Position:

Telephone/mobile:

Email:

### Person four

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Full name:

Position:

Telephone/mobile:

Email:

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

## PERSONS AUTHORISED TO REQUEST ACCEPTANCE ADVICE FOR SECONDARY EXCHANGE STUDENTS (AASES) FORMS

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Please identify the person within your school authorised to request AASES forms.

### Person one

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Full name:

Position:

Telephone/mobile:

Email:

### Person two

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Full name:

Position:

Telephone/mobile:

Email:

### Person three

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Full name:

Position:

Telephone/mobile:

Email:

### Person four

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Full name:

Position:

Telephone/mobile:

Email:

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

## PARTNER ORGANISATIONS

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Please provide details of the overseas schools involved in the provision of your programs.

### Organisation one

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Organisation name:

Contact person:

Website:

Email:

### Organisation two

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Organisation name:

Contact person:

Website:

Email:

### Organisation three

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Organisation name:

Contact person:

Website:

Email:

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

## SECTION 2 – POLICIES AND PROCEDURES

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The application will be assessed against the Registration Criterion within the *National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia*.

Please refer to the *National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia 2015* in the preparation of all required policies and procedures. [www.tafeinternational.wa.edu.au/your-study-options/study-at-school/student-exchange](http://www.tafeinternational.wa.edu.au/your-study-options/study-at-school/student-exchange)

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

It is recommended that all required policies and procedures are contained within a Handbook or Staff Manual.

### GENERAL CRITERIA *(This part refers to sections 5.1 to 5.7 of the National Guidelines)*

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Please note, not all sections apply to the schools sector. Please address only those sections listed below.

## GENERAL CRITERIA (CONT.)

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### 5.3 Reciprocity

Schools must send students for an equal number of months as they host annually, or at least on a rolling two year basis.

Schools must submit to the state registration authority information and statistics as requested regarding all incoming and outgoing programs.

Schools must record actual enrolment and cessation enrolment dates when completing national standard annual reciprocity monitoring forms.

*The policy and procedure must address:*

- > how you will ensure you send an equal number of students from WA as you host in WA annually
- > how you will ensure that you submit to the WA 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 of this application form. The policy and procedure must detail how you will maintain and report on reciprocity.*

Document name (and page number if applicable):

## OFFICE USE ONLY

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Complaint:    Yes    No

Initial assessment notes:

Evidence sighted:    Yes    No    Signed: .....

Subsequent assessment notes:

Evidence sighted:    Yes    No    Signed: .....

## GENERAL CRITERIA (CONT.)

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### 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 the specified 'Fit and Proper Person' Requirement.

See Appendix 1 (attached to the end of this application).

### 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 provide detail of the type of arrangement/s between the parties including copies of contracts and/or information on the monitoring process.*

Document name (and page number if applicable):

## OFFICE USE ONLY

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Complaint:    Yes    No

Initial assessment notes:

Evidence sighted:    Yes    No    Signed: .....

Subsequent assessment notes:

Evidence sighted:    Yes    No    Signed: .....



**5.8 Administrative Support**

Schools 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; and
- > have effective and appropriate structures overseas to facilitate the exchange process for inbound and outbound students.

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

Document name (and page number if applicable):

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**OFFICE USE ONLY**

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Complaint:    Yes    No

Initial assessment notes:

Evidence sighted:    Yes    No    Signed: .....

Subsequent assessment notes:

Evidence sighted:    Yes    No    Signed: .....

## ADMINISTRATION OF STUDENT EXCHANGE PROGRAMS (CONT.)

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### 5.9 Criminal Record Checks for Exchange Organisation Staff

Schools must ensure that all employees, volunteers and host families members hold a valid Working with Children Card, if required.

For further information on the Working with Children Card system including who is required to hold a valid Working with Children Card, contact the Western Australian Department for Child Protection and Family Support at [www.dcp.wa.gov.au](http://www.dcp.wa.gov.au)

*The policy and procedure must detail how you will monitor each person who is required to hold a valid Working with Children Card.*

Document name (and page number if applicable):

### OFFICE USE ONLY

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Complaint:    Yes    No

Initial assessment notes:

Evidence sighted:    Yes    No    Signed: .....

Subsequent assessment notes:

Evidence sighted:    Yes    No    Signed: .....

## ADMINISTRATION OF STUDENT EXCHANGE PROGRAMS (CONT.)

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### 5.10 Selection of Students

Schools must demonstrate they have a screening process for selecting incoming and outgoing students and 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 (and page number if applicable):

### OFFICE USE ONLY

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Complaint:    Yes    No

Initial assessment notes:

Evidence sighted:    Yes    No    Signed: .....

Subsequent assessment notes:

Evidence sighted:    Yes    No    Signed: .....

**5.11 Health Insurance**

Schools must satisfy the state/territory registration authorities that health cover provisions are adequate for incoming and outgoing students. Incoming students must have Overseas Student 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 (and page number if applicable):

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**OFFICE USE ONLY**

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Complaint:    Yes        No

Initial assessment notes:

Evidence sighted:    Yes        No        Signed: .....

Subsequent assessment notes:

Evidence sighted:    Yes        No        Signed: .....

**5.12 Prevention of Conflict of Interest**

Schools must ensure that no school 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 a school representative does not act as both a host family and a school representative/ coordinator or supervisor for an exchange student, except in emergencies and with the approval of the registering authority.*

Document name (and page number if applicable):

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**OFFICE USE ONLY**

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Complaint:    Yes        No

Initial assessment notes:

Evidence sighted:    Yes        No        Signed: .....

Subsequent assessment notes:

Evidence sighted:    Yes        No        Signed: .....

**5.14 Exchange Organisations to Notify Changes to Relevant State / Territory Registration Authorities**

Schools 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 WA registration authority within 28 days of the event of any change in ownership, control of management or operations of the exchange organisation.*

Document name (and page number if applicable):

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**OFFICE USE ONLY**

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Complaint:    Yes    No

Initial assessment notes:

Evidence sighted:    Yes    No    Signed: .....

Subsequent assessment notes:

Evidence sighted:    Yes    No    Signed: .....

**5.15 Release of Information by Relevant State / Territory Registration Authorities**

Schools 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 an exchange organisation.

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

Document name (and page number if applicable):

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**OFFICE USE ONLY**

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Complaint:    Yes    No

Initial assessment notes:

Evidence sighted:    Yes    No    Signed: .....

Subsequent assessment notes:

Evidence sighted:    Yes    No    Signed: .....

**5.16 Documentation**

Schools 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 (and page number if applicable):

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**OFFICE USE ONLY**

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Complaint:    Yes    No

Initial assessment notes:

Evidence sighted:    Yes    No    Signed: .....

Subsequent assessment notes:

Evidence sighted:    Yes    No    Signed: .....



## HOST FAMILIES *(This part refers to sections 5.17 to 5.22 of the National Guidelines)*

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### 5.17 Support for Students and Host Families

Schools 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 (and page number if applicable):

## OFFICE USE ONLY

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Complaint:    Yes    No

Initial assessment notes:

Evidence sighted:    Yes    No    Signed: .....

Subsequent assessment notes:

Evidence sighted:    Yes    No    Signed: .....

**5.18 Screening of Host Families**

Schools must adequately screen and select exchange student host families of all inbound and outbound 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 & 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. *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 WA 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); and*
- > *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 WA registration authority).*

**Working with children checks for host families In Western Australia**

Schools are required to demonstrate that they have in place an appropriate screening process for selecting host families for both incoming and outgoing students. Detailed information regarding screening and selection procedures must be provided to the WA Registration Committee for International Secondary Student Exchange.

Compliance with Western Australian child protection legislation is a requirement of the screening process for host families of incoming students as described in guidelines entitled Working with Children Check [www.checkwwc.wa.gov.au/checkwwc](http://www.checkwwc.wa.gov.au/checkwwc)

The Working with Children (Criminal Record Checking) Act 2004 aims to protect children from harm by providing a high standard of compulsory national criminal record checking for people wishing to do paid, unpaid or volunteer child-related work in Western Australia. Issued under this legislation, the Working with Children Check is a comprehensive criminal record check to determine whether or not an applicant may cause harm to a child.

By legislation in Western Australia the host family parents are required to have a Working with Children Check card. It is also strongly recommended by the WA Registration Committee for International Secondary Exchange that any other adult member in the host family or living with the host family undergoes a National Federal Police Check.

An application for the Working with Children Check card must be lodged in person at an authorised Australia Post outlet. The location of Australia Post outlets can be found at [www.auspost.com.au/index.html](http://www.auspost.com.au/index.html)

Applicants need to provide 100 points of identification, and a photograph will be taken. More information can be found at [www.checkwwc.wa.gov.au/checkwwc](http://www.checkwwc.wa.gov.au/checkwwc)  
Document name (and page number if applicable):

**OFFICE USE ONLY**

Complaint:      Yes      No

Initial assessment notes:

Evidence sighted:      Yes      No      Signed: .....

Subsequent assessment notes:

Evidence sighted:      Yes      No      Signed: .....

## HOST FAMILIES (CONT.)

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### 5.19 Orientation for Students and Host Families

Schools 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 (and page number if applicable):

## OFFICE USE ONLY

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Complaint:    Yes    No

Initial assessment notes:

Evidence sighted:    Yes    No    Signed: .....

Subsequent assessment notes:

Evidence sighted:    Yes    No    Signed: .....

## HOST FAMILIES (CONT.)

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### 5.20 Relevant State / Territory Registration Authority Approval for more than One Student per Host Family

Schools 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 (and page number if applicable):

## OFFICE USE ONLY

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Complaint:    Yes    No

Initial assessment notes:

Evidence sighted:    Yes    No    Signed: .....

Subsequent assessment notes:

Evidence sighted:    Yes    No    Signed: .....

## HOST FAMILIES (CONT.)

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### 5.21 Minimum Scheduled Exchange Organisation Contact with Students & Host Families

Schools 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 (and page number if applicable):

## OFFICE USE ONLY

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Complaint:    Yes    No

Initial assessment notes:

Evidence sighted:    Yes    No    Signed: .....

Subsequent assessment notes:

Evidence sighted:    Yes    No    Signed: .....

## HOST FAMILIES (CONT.)

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### 5.22 Program Discounts for Hosting Students

Schools may provide a program discount to the family of an outbound exchange student if they undertake to host an inbound student, provided:

- > family members of the outbound student meet National Guideline and exchange organisation requirements for host families;
- > the discount is a maximum of 10% of the cost of an outbound student program; and
- > the discount is paid as a rebate at the end of the inbound student's exchange program.

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

Document name (and page number if applicable):

## OFFICE USE ONLY

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Complaint:    Yes    No

Initial assessment notes:

Evidence sighted:    Yes    No    Signed: .....

Subsequent assessment notes:

Evidence sighted:    Yes    No    Signed: .....

**5.24 Exchange Student Safety Card**

Schools must ensure that all inbound 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 outbound 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 Western Australia by The Department of Education (DoE). Students or their parents or legal guardians can contact Education and Training International at [secondaryexchange.tiwa@dtwd.wa.gov.au](mailto:secondaryexchange.tiwa@dtwd.wa.gov.au)

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

Document name (and page number if applicable):

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**OFFICE USE ONLY**

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Complaint:    Yes    No

Initial assessment notes:

Evidence sighted:    Yes    No    Signed: .....

Subsequent assessment notes:

Evidence sighted:    Yes    No    Signed: .....

## PROTECTION MEASURES FOR EXCHANGE ORGANISATIONS (CONT.)

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### 5.25 Reporting Incidents or Allegations of Abuse

Schools 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 registration to provide student exchange programs.

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

Document name (and page number if applicable):

## OFFICE USE ONLY

---

Complaint:    Yes    No

Initial assessment notes:

Evidence sighted:    Yes    No    Signed: .....

Subsequent assessment notes:

Evidence sighted:    Yes    No    Signed: .....



## PROTECTION MEASURES FOR EXCHANGE ORGANISATIONS (CONT.)

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### 5.26 Resolution of Problems

Schools 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.

*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, or an unsuccessful placement resulting in the early return home for an exchange student.*

Document name (and page number if applicable):

## OFFICE USE ONLY

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Complaint:    Yes    No

Initial assessment notes:

Evidence sighted:    Yes    No    Signed: .....

Subsequent assessment notes:

Evidence sighted:    Yes    No    Signed: .....

## SECTION 3 – DECLARATION

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### DECLARATION

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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: ..... Signature: ..... Date: .....

### CHECKLIST

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

- Completed Application form
- 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 policies and procedures referenced in the application form
- All marketing and promotional material
- The application has been signed by the person legally responsible for the SEO

### RETURNING COMPLETED FORM AND ATTACHMENTS

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Please return the completed form, and all attachments, to [secondaryexchange.tiwa@dtwd.wa.gov.au](mailto:secondaryexchange.tiwa@dtwd.wa.gov.au)

OR

By post to: Locked Bag 16, Osborne Park DC, Western Australia 6916

## 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: ‘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 Western Australian registration authority to assess whether the exchange organisation meets the fit and proper person requirements, the CEO or Director or equivalent must answer the following questions and sign a separate declaration.

### PRIVACY NOTICE

*The Western Australian 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.*

Family name: ..... Given name(s): .....

Position: .....

1. Has an SEO, while you were working with it, ever had its 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 its 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 <i>Corporations Act</i> ?	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 below.

## DECLARATION

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Made under the Western Australian Oaths, Affidavits and Statutory Declarations Act 2005 <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, Affidavits and Statutory Declarations Act 2005.

Signed ..... <sup>3</sup>

Declared at: .....

the ..... (day) of ..... (month) ..... (year)

Before me, ..... <sup>4</sup>

..... <sup>5</sup>

<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 is counted as 1 point per month, increasing to a maximum of 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, 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 NOTE

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1. A copy of the National Guidelines for Exchange Organisations 2011 is available on the Registration Authority's website: [www.tafeinternational.wa.edu.au/your-study-options/study-at-school/student-exchange](http://www.tafeinternational.wa.edu.au/your-study-options/study-at-school/student-exchange)  
These guidelines have been designed to assist organisations and schools applying to register to operate as Registered Exchange Organisations in the State of Western Australia. **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, ie the total length of time overseas students spend in a school in Western Australia must equal the total length of time students from Western Australia 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 a 90% 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.