



**TOOWOOMBA  
ANGLICAN SCHOOL**  
Est. 1911



**International Education Agent  
HANDBOOK**

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## INTRODUCTION AND WELCOME

Welcome to Toowoomba Anglican School from the Head of School



I am honoured and proud to be the Head of School at Toowoomba Anglican School. Founded in 1911, the school is one of Australia's leading co-educational independent day and boarding schools for both Primary and Secondary aged students and is set in an idyllic location in beautiful Toowoomba, Queensland.

Our school aims to provide both day and boarding pupils with an exceptional education in all areas. The school aims to develop, in a disciplined and caring environment, the intellectual, cultural, spiritual, physical and social capacities of all its students, and to encourage and nurture their individual talents and abilities. It further aims to develop a responsibility to our community by

demanding high personal standards and encouraging constructive citizenship and consideration for others.

Toowoomba Anglican School is large enough to offer a wide variety of teaching and learning opportunities, but small enough to offer manageable class sizes, individual support and opportunities for all students. Our boarding students live in a caring home-away-from-home environment and are blessed with outstanding facilities. We have separate boys' and girls' boarding houses and a purpose built house for our youngest students.

Life is co-educational and Toowoomba Anglican School provides a naturally supportive environment for boys and girls to learn from one another. We believe that all children have different learning styles and do not group boys and girls into gender specific boxes. Our experience is that friendships develop naturally in co-educational schools as there are so many activities, societies and clubs in the school where girls and boys take part in a pleasant, well-supervised environment. This friendly atmosphere continues into the classroom allowing young people to express their views openly and assertively.

As an Anglican School, we base our distinctive pastoral care on Christian values and strong ethics. Reading through the website, you will begin to see how challenge, discovery and achievement are at the heart of the education we offer. Exploring a website is beneficial but to gain a real sense of our community, to observe the harmony in the boarding houses and to understand why our students love coming to school, only a personal visit can really do it justice.

Mr Simon Lees  
**Head of School**

## REGISTRATION AND ACCREDITATION

### CRICOS Registration Details

<b>Organisation Name:</b>	The Corporation of the Synod of the Diocese of Brisbane
<b>Trading Name:</b>	Toowoomba Anglican School
<b>Organisation Type:</b>	Education Provider
<b>Registered State:</b>	Queensland
<b>ABN:</b>	69 079 137 518
<b>CRICOS Provider Code:</b>	00712A

The Principal Executive Officer appearing on the [CRICOS website](#) in School Contact Details is:  
Mr Simon Lees (Head of School)

The following Staff members have access to PRISMS:  
Ms Meg Coles (Head of Admissions)

### Obligations

In order to be registered on CRICOS, Toowoomba Anglican School is required to:

- Have the principal purpose of providing education; and
- Clearly demonstrate capacity to provide education of a satisfactory standard.

### Reporting

Evidence of Toowoomba Anglican School's ability to meet these requirements is provided in:

- The school's Annual Report to Commonwealth and State governments, available at: <https://www.taschool.qld.edu.au/> and
- Non-State Schools Accreditation Board documentation via the school's Cyclical Review Report and NSSAB confirmation letter.

Toowoomba Anglican School is registered to enrol a maximum of 20 full fee paying 500 visa subclass students.

The CRICOS Registered Courses offered to International Students at Toowoomba Anglican School are as follows:

CRICOS Code	CRICOS Course Name	Course Level
085601E	Primary School	Years 1 - 6
081058M	Junior Secondary	Years 7 - 10
081059K	Senior Secondary	Years 11 - 12

## Academic Outcomes

Toowoomba Anglican School ensures that all subjects and courses offered to International Students have stated educational outcomes as specified in curriculum documents and individual work programs. A summary of subjects and courses is available to International Students to help them map their academic path. Subject handbooks are available to International Students in Years 7 to 12 to assist in suitable subject selections plus the chance to discuss subject choices with key academic staff.

## Enrolment

Toowoomba Anglican School conducts its enrolment of International Students in an ethical and responsible manner, consistent with the requirements of the National Code of Practice for Providers of Education and Training to Overseas Students (the National Code) 2018. Enquiries for enrolment are directed to the Head of Admissions. Enquiries regarding student welfare during a student's enrolment are directed to the Head of Admissions and Director of Boarding.

## International Student Policies

Please visit the [school website](#) to download the following policies:

- International Student Accommodation and Welfare Policy
- International Student Complaints and Appeals Policy
- International Student Deferment, Suspension and Cancellation Policy
- International Student Entry Requirements Policy
- International Student Transfer Request Policy
- International Student Refund Policy
- International Student Progress, Attendance and Course Duration Policy

## INTERNATIONAL STUDENT CONTACTS

<b>TAS Contact Details:</b> 2 Campbell Street TOOWOOMBA QLD 4350 AUSTRALIA Tel: +61 (7) 4639 8111 Fax: +61 (7) 4639 8100 Email: <a href="mailto:admin@taschool.qld.edu.au">admin@taschool.qld.edu.au</a> Web: <a href="http://www.taschool.qld.edu.au">www.taschool.qld.edu.au</a>	<b>Boarding House Office:</b> Tel: +61 (7) 4639 8122 Email: <a href="mailto:boardingoffice@taschool.qld.edu.au">boardingoffice@taschool.qld.edu.au</a>
	<b>School Health Centre:</b> Tel: +61 (7) 4639 8120 Email: <a href="mailto:healthcentre@taschool.qld.edu.au">healthcentre@taschool.qld.edu.au</a>
	<b>Admissions:</b> Tel: +61 (7) 4639 8111 Email: <a href="mailto:enrolments@taschool.qld.edu.au">enrolments@taschool.qld.edu.au</a>



## INTRODUCTION TO TOOWOOMBA AND THE DARLING DOWNS



The images above were sourced through Google Images/Toowoomba Region.

A leisurely 90 minute drive from Brisbane, Toowoomba is one of Queensland's most breathtaking provincial cities and it doesn't take long to understand why. Situated adjacent to the fertile Lockyer Valley on the Great Dividing Range, Toowoomba and Darling Downs offers a rich cultural experience with lots to love!

The region is renowned for its magnificent parks and gardens, scenic views and provider of gourmet food and wine culture. It is a region of unparalleled beauty, offering the contrasts of the seasons; the colours and characters of the countryside, rich heritage and the release from big city pressures to enjoy country pleasures.

Toowoomba and Darling Downs provides the perfect setting to enjoy all the beauty and adventure of the great outdoors. Whether you are planning a weekend retreat, an extended getaway or visiting friends - from the moment you arrive your senses will be overwhelmed by the region's beauty, history and diversity.

The region's event calendar is overflowing with exciting new experiences rich in cultural and artistic diversity. From the annual Carnival of Flowers to several top-class sporting events, hobby craft markets and displays through to musical and theatre productions, the region offers an eclectic range of adventure, entertainment and history to cater for the most varied of tastes.

Toowoomba and Darling Downs is the region where you will live, laugh, LOVE...

### [Welcome to Toowoomba Region - Video](#)

## EXPERIENCE TOOWOOMBA

### 5 'must-sees'

- Marvel at the incredible view from [Picnic Point](#) lookout
- Experience hands-on history at [Cobb+Co](#) Museum
- Visit the authentic [Jondaryan Woolshed](#)
- Stroll through the [Japanese Garden](#)
- Enjoy a show at the magnificently restored art deco [Empire Theatre](#)

### 5 'must-dos'

- Enjoy a picnic in one of the region's beautiful parks
- Experience spring at its blooming best at the annual [Toowoomba Carnival of Flowers](#)
- Sample exquisite local delicacies at the Food & Wine Festival
- Explore the region's scenic tourist drives and destinations
- Have a hearty meal at a true-blue Aussie country pub



## INTRODUCING TOOWOOMBA ANGLICAN SCHOOL



Toowoomba Anglican School, fondly known as TAS, is situated in the most beautiful part of the city of Toowoomba. At 600 metres above sea level and on the edge of the mountains, we enjoy a spectacular panoramic position. With five hectares there is plenty of room for children to enjoy the semi-rural environment of our school. The leafy surrounds of our campus certainly create a unique atmosphere. By road, we are 90 minutes from Brisbane, the state capital of Queensland, and under two hours from the international airport.

### [JH Fairfax Library](#)

The JH Fairfax Library provides a beautiful, fresh and comfortable environment for the literacy and numeracy pursuits of our students. Research areas, reading corners and workstations are included in this wonderful facility that is utilised by all year groups on a very regular basis. As well as meeting teaching needs, the Library is well-used for recreational reading, with the mezzanine level being a popular place for students to enjoy their favourite novel. Complementing the main reading area, there is the Ron Burling Multi-Media Room which is ideal for showing curriculum-related DVDs, lecture presentations, meetings and film nights. The JH Fairfax Library is completed with the Technology Centre that enables students to utilise electronic resources in order to complete projects and assignments that form part of their course work. This facility is open after school to enable students to undertake independent research.

### [Technology Laboratories](#)

Two main technology laboratories, which cater for whole class learning activities, are supported by several smaller technology laboratories strategically placed about the school. Across the year levels, there is a coordinated information and communication technologies program that ensures technological skills and processes are taught on a weekly basis to all students.



### Science Laboratory

This purpose-built laboratory is designed to provide the ideal medium in which students can engage in scientific enquiry. Here, they investigate, explore, experiment, record and report their work in a subject which they find fascinating.

It is no surprise then that the students refer to the work undertaken in this facility as 'real science'. The students have the assistance of qualified Science teachers to undertake specialist Science lessons each week, in the laboratory.

### Creative Arts Centre

TAS is fortunate to have a magnificently resourced Creative Arts Centre which is used by every student in the school. On one level, our Performing Arts Centre provides a main music rehearsal room which is the venue for practices by our bands, choirs and ensembles. In addition, there are six private tuition rooms where students may learn any of the 16 instruments on offer in the school's music program.

The other level of the Creative Arts Centre is comprised of a beautifully appointed art room and an excellent manual arts facility. Not only are these used for class lessons, but they also provide the venue for after school clubs which are much enjoyed by the students.

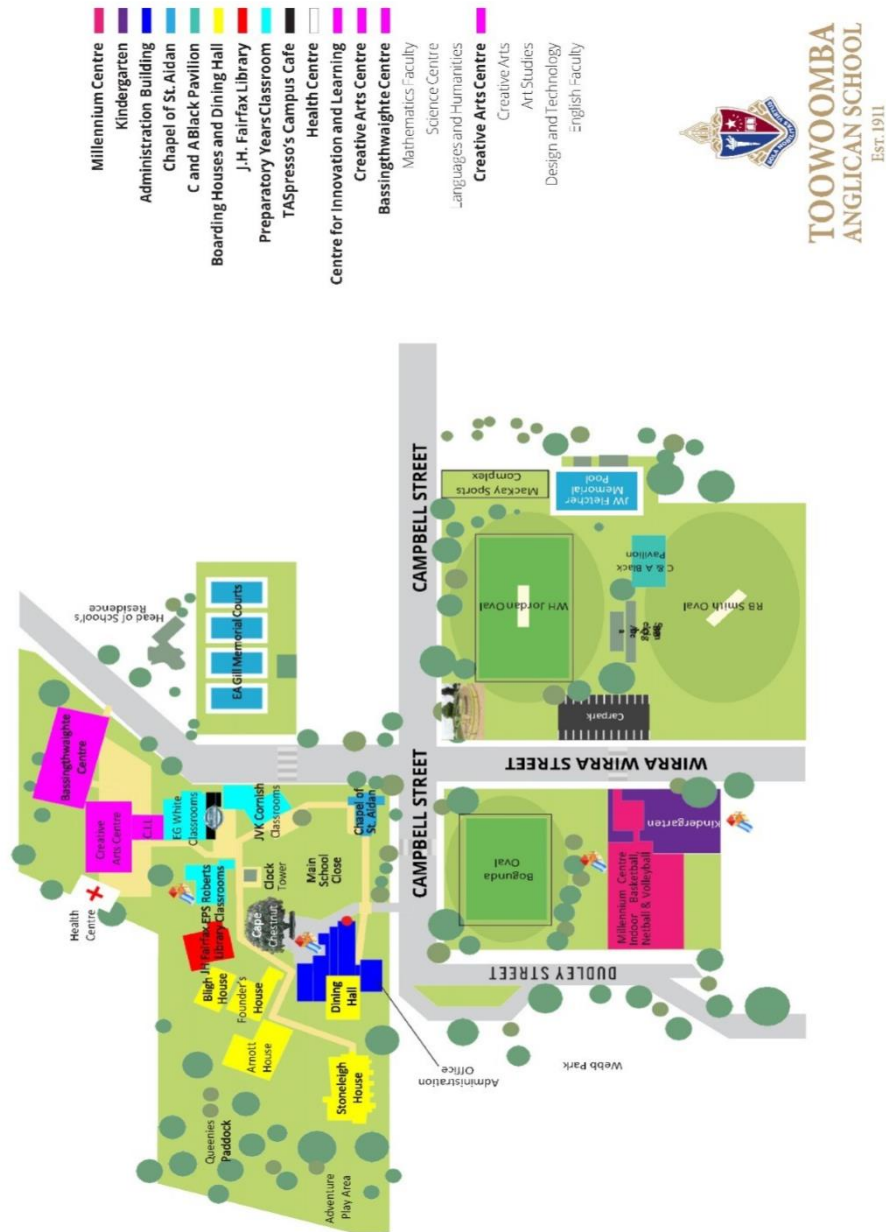
### Buildings and Facilities

- Technology laboratories
- Science Laboratories
- Extensive Library with Multi-Media Room
- Four Boarding Houses
- School Chapel
- Dining Room
- State of the art general learning classrooms
- Learning Enhancement Centre
- A multi-purpose sports hall for basketball, netball, assemblies and concerts
- Music facilities that include six private practice rooms
- Art room
- Three sports fields with cricket practice nets
- 25-metre heated swimming pool
- Four tennis and basketball courts
- Uniform shop
- Café

**[Toowoomba Anglican School Campus - Video](#)**

**[Together We Are TAS - Video](#)**

## GETTING AROUND SCHOOL



**School Campus & Classroom Map**

## ACCOMMODATION & WELFARE

Toowoomba Anglican School's International Student Welfare and Accommodation Policy International allows for the following options:

- School Boarding House
- Private accommodation and care arrangements requested by the parent but approved by the School which meet all requirements under relevant state and commonwealth legislation.

Toowoomba Anglican School will issue a CAAW or Welfare Letter for students living in Boarding. We will not issue a CAAW or Welfare Letter for students living with a parent or relative.

By design, Toowoomba Anglican School applies a modern approach to traditional boarding. Located within a unique setting, our boarding houses enjoy outstanding views to the East with easy access to our Arts, Sporting and Academic facilities located within campus grounds.

The Boarding houses are split into age and gender appropriate groups, and the unofficial slogan of "four houses, one family" can be seen clearly in the many friendships and socialisation between our young boys, girls, men and women.

Our Boarding Staff place tremendous importance on the academic, pastoral and social wellbeing of the boarding students. Each house parent lives within their boarding house and sees the members of each house throughout the day. Our house parents have tertiary education qualifications and teach within the day school and also supervise homework periods. These homework periods are run for two hours each afternoon and at an increased frequency during more concentrated study periods.

### Boarding Handbook



## Visitor Accommodation

There are many local accommodation options for family members who may be traveling alongside students for school arrival and departure at the beginning or end of the school term outside of boarding. Options range from \$100 to \$300 a night approx. Accommodation can be booked through websites such as [Booking.com](https://www.booking.com).

## KEY MARKETING MESSAGES FOR PARENTS

### Why Choose Toowoomba Anglican School

As you explore education options, you're undoubtedly asking yourself which school will provide the best education for your child. Each family will answer this question differently, just as every child is unique.

At TAS, we understand that each student is an individual with their own distinctive strengths, challenges, and interests, making every learning pathway unique. Our vibrant and supportive community empowers each student to be proud of who they are, building the confidence and courage needed to reach their full potential and create their own future.

TAS's learning environment, combined with contemporary teaching methods and dynamic growth and well-being programs, offers your child the opportunity to explore and develop their unique passions and talents, providing the personal attention they needs.

We tailor our innovative, rigorous, and engaging curriculum to support your child on their learning journey, guiding them toward becoming an independent, confident, and well-skilled young person with a positive growth mindset.

### TAS Education Delivers Academic Programs that are:

- Adaptable – addressing the unique academic needs of each student.
- Innovative – providing engaging learning experiences that cultivate a lifelong love of learning.
- Personalised – customizing each student's learning pathway to align with their personal ambitions.
- Challenging – inspiring creativity and fostering the development of deep, critical thinking skills.

### Our robust Extra-Curricula Programs offer:

- Promoting ongoing skills development.
- Providing opportunities for personal growth and advancement.
- Uncovering and nurturing unique interests and talents.
- Fostering leadership and teamwork abilities.
- Encouraging new experiences and stepping beyond comfort zones.
- Enhancing social skills that build resilience, character strength, and confidence.



## PRE-ENROLMENT INFORMATION FOR COUNSELLING

Please ensure the following information is covered when counselling parents/students. This is required under Standard 2 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 prior to enrolment of the student:

- Talk through the International Student Handbook
- Requirements for acceptance into a course, including minimum level of English language proficiency.
- Course details - content, durations, assessment methods, mode of study, qualification/award, holiday breaks
- Campus details - location, facilities, learning and library resources
- Details of any arrangements with other providers
- Course related tuition and non-tuition fees, refund policy, deferment/cancellation policy (if applicable) plus transfer request policy and timelines for giving notice, and potentials for fees to change.
- Grounds on which enrolment may be deferred, suspended or cancelled
- The ESOS framework (i.e. provide student with ESOS Student Fact Sheet)
- Toowoomba Anglican School's accommodation options and policy and process for approving accommodation, support and general welfare arrangements in accordance with Standard 5 (if relevant)
- Visa obligations of students holding student visa (subclass 500)
- Indicative costs of living in Australia - your own information

When counselling parents/students, it is also important that they understand the following:

- Terms and Conditions of Enrolment as outlined in the Written Agreement
- Requirements for acceptance into a course, including minimum level of English language proficiency
- Course information, qualifications, content, duration and assessment practices
- Campus details - location, facilities and resources
- International Student Fee Schedule for tuition and non-tuition fees and the fact that fees may change
- International Student Refund Policy
- International Student Deferment, Suspension and Cancellation Policy
- International Student Progress, Attendance and Course Duration Policy
- International Student Accommodation and Welfare Policy
- Grounds for deferring, suspending or cancelling enrolment
- International Student Transfer Request Policy
- Code of Conduct for Anglican School

Please make sure parents understand that they will be contacted and asked to sign permissions for a student if the student is under 18 years of age:

- Attendance at school arranged excursions, activities, etc
- Authorisation of staff to arrange emergency medical assistance
- Authorisation of staff to access student's visa status and study rights through VEVO

- Accommodation permissions and leave/travel arrangements
- Student to lodge a transfer request form under International Student Transfer Request Policy

Please make sure parents understand that they will still be contacted and asked to sign permissions for a student even if the student is over 18 years of age as the School still has the overall duty of care and any welfare arrangements needs to be agreed to by the family and approved by the Head of School.

## HOW TO ENROL AT TAS

### International Student Enrolment Steps:

#### STEP 1

- ❑ Complete the International Student Enrolment Application Form\*.
- ❑ Provide the school with the following supporting documentation:
  - Copies of Student Report Cards from the previous 2 years of study, including a copy of the latest Student Report.
  - Copy of International English Language Testing results.
  - Copy of the student's Birth Certificate
  - Copy of the student's Passport
  - Copy of the student's VISA (if applicable)
  - Letter of recommendation or statement of student behaviour from previous school principal (if not included with the school report card).
  - Supporting documentation (medical reports, specialist reports, Parenting Plans, Specific Issues Orders, Consent Orders (relating to residence/contact) or Care and Protection Orders in place that affect the Student (if applicable)
  - Enrolment Application Fee of AUD\$150.00 (non-refundable)
  - If the student has own private Overseas Student Health Cover (OSHC) then details of this must be provided.
  - Forward these documents to the Head of Admissions at:  
[enrolments@taschool.qld.edu.au](mailto:enrolments@taschool.qld.edu.au)

**\*Medical Information:** It is important that parents understand Toowoomba Anglican School needs to have full details of any medical or psychological condition that requires medication or medical supervision, and any learning difficulties or special needs a student may have. Failure to disclose this information at time of enrolment may be grounds for future cancellation of enrolment.

**NOTE:** Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.

**IMPORTANT:** Toowoomba Anglican School will assess all applications for course credit for students enrolling in Senior Secondary Studies. The student may receive course credit for units completed based on evidence provided of studies undertaken under the relevant state or territory curriculum assessment authority or nationally accredited framework. Toowoomba Anglican School assesses and records course credit, according to requirements of the Queensland Curriculum and Assessment Authority (QCAA).

## STEP 2

- ❑ The Head of School and Head of Admissions will review the enrolment application.
- ❑ An enrolment interview via Microsoft Teams will be arranged with a member of the Senior Leadership Team. The purpose of this interview is to converse with the student in English, discuss the school and student expectations, discuss accommodation and welfare, refer the student to relevant policies, subjects and appropriate year level curriculum, extra-curricular activities, and address any questions the student may have.

## STEP 3

- ❑ The school will notify the Parent(s)/Guardian(s) if the student can be accepted for Direct Entry or will be required to undertake an ELICOS Course or a High School Preparation Program (HSPP) prior to beginning mainstream studies. If an ELICOS Course or HSPP is required, evidence of enrolment must be provided to the school.

## STEP 4

- ❑ Once the application has been accepted, the student will be issued with:
  - Letter of Offer outlining fees payable upfront including accommodation, entry requirements and course details.
  - Written Agreement outlining total estimated fees for the duration of the enrolment (tuition and non-tuition fees), special conditions (if any), relevant policies around refund, welfare and accommodation, course attendance and progress, visa requirement for enrolment as an international student and privacy.
  - The school Medical Forms.
  - Invoice for Payment of fees.

## STEP 5

- ❑ The parent(s)/legal guardian(s) and the student sign and return the Written Agreement with confirmation of fees quoted in the Letter of Offer. Parent(s)/Guardian(s) may choose to pay more than 50% of total fees in which case a separate invoice will be issued.

**IMPORTANT:** if an agent is involved, they cannot sign documents nor make fee payments on behalf of the student or their parent(s)/legal guardian(s).

## STEP 6

- ❑ On receipt of payment and return of signed enrolment acceptance (Written Agreement), the school will issue a Confirmation of Enrolment (CoE) and Confirmation of Accommodation and Welfare (CAAW) via PRISMS for the period the student is to be enrolled at Toowoomba Anglican School. These documents will be emailed to the student's parent(s)/legal guardian(s).

## STEP 7

- ❑ Student applies for the student visa and notifies the school when it is granted.

- Student arranges Overseas Student Health Cover (OSHC) for the period the student is to be enrolled at Toowoomba Anglican School.
- Forward a copy of the student visa and OSHC to the Head of Admissions at:  
[enrolments@taschool.qld.edu.au](mailto:enrolments@taschool.qld.edu.au)

### STEP 8

- Prior to the student arriving in Australia, the Head of Admissions will arrange:
  - Transport from the Brisbane International Airport to Toowoomba Anglican School, if required.
  - Please provide copies of the student's flight schedule to the Head of Admission as soon as possible.

**NOTE:** It is expected that international students hire a laptop from the school for use in the classroom. Purchased computers from overseas are generally unsupported by the school's Information Technology (IT) Department.

### STEP 9

- Upon arrival, the student will be settled into the boarding house.
- The student will need to purchase uniforms from the school's onsite Uniform Shop:
  - For all uniform requirements, both summer and winter, the student will need to consider spending approximately AUD\$2100.00 to purchase all necessary uniforms (This cost is based on the purchase of new items and may vary depending on individual circumstances).
  - Payment is made directly to the Uniform Shop; therefore, the student will need to have direct access to these funds or have planned for the purchase of these requirements.
  - **Uniforms Look Book**
- The student will need to purchase stationery supplies:
  - For a student commencing at the beginning of a school year (i.e. January), parent(s)/legal guardian(s) will be provided with a link to order the student's stationery online and have it delivered to the school.
  - For a student commencing mid-way through the school year, the boarding house staff will assist the student with purchasing stationery from a local supplier.
  - The student will need to consider spending approximately AUD\$400.00 to purchase all necessary stationery (This cost may vary depending on individual circumstances).

**NOTE:** It is recommended that parents deposit approx. AUD\$500.00 to be used for any medical costs as required.

### STEP 10

- On the first day at school, the student will meet with the Director of Boarding, Deputy Head of School and Head or Primary/Secondary Head of House.
- The student will also be assigned a buddy to assist them with attending classes during their first days at Toowoomba Anglican School.
- Classes start!





## ARRANGING TRAVEL

Students will need to make their own travel arrangements to Australia. Please recommend they arrive at least 1-2 days before commencement at TAS to allow enough time for settling-in, adjusting to the climate and overcoming any jetlag. Students should fly into Brisbane International Airport which is the closest international airport to Toowoomba. Visit [Brisbane Airport](#). Toowoomba is located 1.5-2 hours from Brisbane International Airport.

## ORIENTATION

Toowoomba Anglican School will provide an orientation for students on arrival. This includes information about:

- Emergency contact numbers
- Information about how to report/seek assistance for actual or alleged sexual, physical or other abuse, or an incident that significantly impacts on the student's wellbeing
- Information on personal safety and security
- Legal services if needed
- Emergency and health services
- School facilities and resources
- Complaints and Appeals processes
- Visa conditions relating to course progress, attendance and duration
- Overseas Student Health Cover (OSHC)
- Key members of staff
- Extra-curricular activities
- School timetable and routines
- Local community

- Information about accommodation and the requirement to stay in school approved accommodation arrangements

Toowoomba Anglican School Boarding House will assist the student to do the following after the student's arrival, as necessary:

- Contact parents to confirm safe arrival
- Connect to a mobile phone service
- Shop for any personal items
- School uniforms and stationery requirements

## ASSESSMENT, REPORTS AND OUTCOMES

### Year 1 to Year 10

There are no public school examinations in Queensland. State-wide moderation of student results ensures state-wide educational standards are maintained. Assessment for students is formative as well as summative. In Years Foundation – 10 assessment is criterion-based within School programs.

### Years 11 and 12

The Queensland Certificate of Education (QCE) is Queensland's senior secondary schooling qualification. It is internationally recognised and provides evidence of senior schooling achievements. The QCE allows students to choose from a wide range of learning options to suit their interests and career goals.

To receive a QCE, students must achieve the set amount of learning, in the set standard, in a set pattern, while meeting literacy and numeracy requirements. Students working towards a QCE can choose from a wide range of learning options to suit their interests and career goals.

### Assessments

Assessments are ongoing throughout the year. Reporting is progressive, and parents/guardians are informed on every assessment and grade which includes teacher feedback. Students are given a statement of result each semester.

### English Language Support

ELS support is available at Toowoomba Anglican School. Students will be monitored by the Learning Enhancement Coordinator and allocated assistance where necessary.

## COMMUNICATION WITH PARENTS

Toowoomba Anglican School will also wish to communicate with parents on other matters from time to time. In some cases, communications will be directly with parents (for example, school newsletter); in other cases, copies of school communications to parents will be cc'd to you, particularly if follow up of some kind is required.

Examples of communications with parents might include:

- Emergency situations
- School newsletters and updates

- Student progress and welfare reports
- Contact if The Glennie School has concerns about the student's health, welfare, attendance, academic progress or conduct
- Contact to confirm permission for the student to engage in outside school activities
- Contact to confirm travel arrangements

Your assistance in keeping communications flowing smoothly between Toowoomba Anglican School and parents will be greatly appreciated. NOTE: If family no longer engages in your service during the student's enrolment, you must inform the school of this.



## AGENT ELIGIBILITY

### Agent Details

Prior to engagement and as evidence of meeting professional conduct standards and understanding of obligations under the 2018 National Code, the potential Agent is required to provide the following information to Toowoomba Anglican School to satisfy their due diligence requirements:

#### 1. Company Profile

- Details of principal's background and qualifications
- Number of staff
- Details of key staff members and/or school consultants
- Number of years in existence
- Services provided by the company
- Location and details of offshore offices
- Location and details of sub-contractors
- Location and details of offshore partners

#### 2. Company registration details

#### 3. Details of past and present experience recruiting students

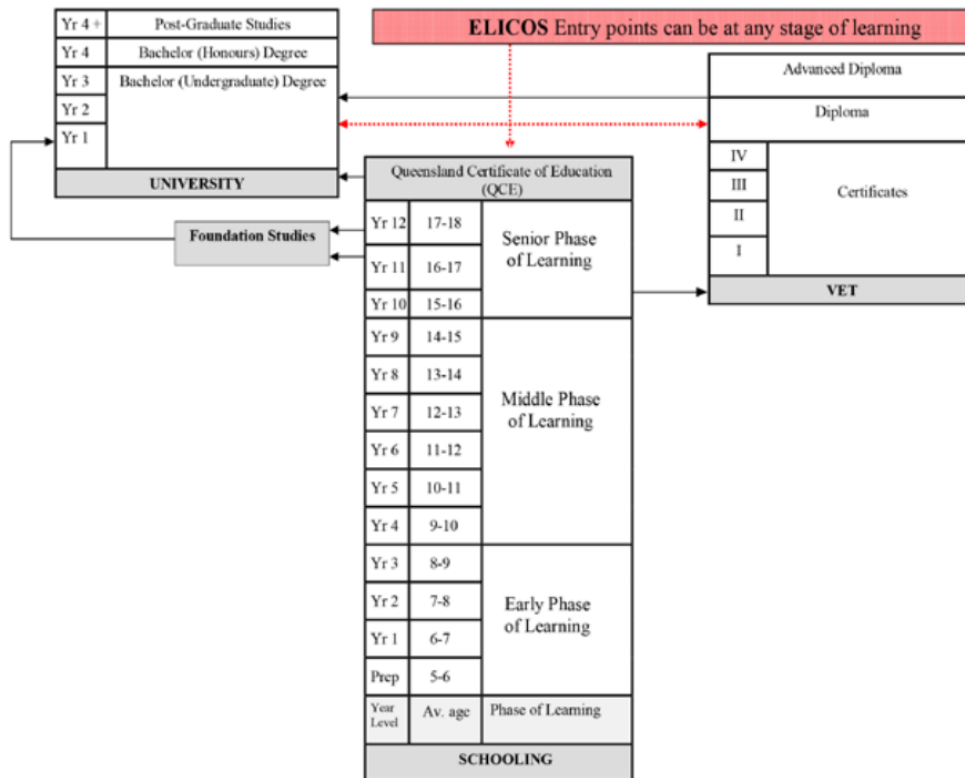
- For Australian or New Zealand schools
  - For other education sectors
  - Number of students
4. Familiarity with Australian education industry [provide details]
- Knowledge of ESOS Act
  - Knowledge of National Code -
  - Completion of the Education Agent Training Course (EATC)
  - Knowledge and understanding of Australian international education system and AQF
  - Knowledge and understanding of the Australian International Education Agent Code of Ethics (ACE)
5. Experience in
- Education industry generally
  - Any other major business areas
6. Details of markets from which recruit
- Geographical area
  - Characteristics of potential market
7. Names of any professional organisations of which the agent is a member
8. Outline of services to be provided
9. Written references, dated and with contact details from three sources
- An Australian Government Officer or Agency
  - An Australian or New Zealand school
  - A referee of the agent's choice
10. Evidence of how students are recruited/monitored

NOTE: Application for Agent to Represent Toowoomba Anglican School is found on the School WEBSITE.  
\*Please refer to our WEBSITE for full policies related to International Students.





## QUEENSLAND'S EDUCATION SYSTEM



### Queensland Curriculum & Assessment Authority (QCAA)

The QCAA is a statutory body of the Queensland Government providing Kindergarten to Year 12 syllabuses, guidelines, assessment, reporting, testing and certifications services for Queensland schools. The QCAA website has information about the curriculum and assessment delivered by Queensland schools to students enrolled in Prep - Year 10 and Senior Secondary.

### The QCE

The Queensland Certificate of Education (QCE) is Queensland's senior secondary schooling qualification. It is internationally recognised and provides evidence of senior schooling achievements.

The QCE is awarded to eligible students usually at the end of Year 12. The QCE offers flexibility in what is learnt, as well as where and when learning occurs. Students have a wide range of learning options. To receive a QCE, students must achieve a set amount of learning, in the set standard, in a set pattern, while meeting literacy and numeracy requirements.

Senior pathway planning starts in Year 10, when schools work with students and their parents/carers to develop a Senior Education and Training (SET) plan or equivalent. This plan helps students structure their

learning around their abilities, interests and ambitions. It details what, where and how students will study in Years 11 and 12. For this reason, it is very important that overseas students wishing to successfully complete studies in Year 11 and 12 in Queensland be enrolled in Year 10 by the beginning of Semester 2 at the latest.

### Senior Education Profile for Year 12 students

All students who finish Year 12 receive a transcript of their learning account in the form of a Senior Statement. If a student has a Senior Statement, they have satisfied the completion requirements for Year 12 in Queensland. After finishing Year 12, students who are eligible will receive a QCE. For more information, see Senior Education Profile (SEP).

### Tertiary Entrance

From 2020, an Australian Tertiary Admission Rank (ATAR) is provided to eligible Year 12 students for tertiary selection and enrolment. The Queensland ATAR for students in Queensland is administered by the Queensland Tertiary Admissions Centre (QTAC). For more information, see ATARs and tertiary entrance. An ATAR will be issued to all eligible students. Students will be able to use the ATAR to apply for tertiary entry at any university. However, some universities may also consider applications for direct entry. The Glennie School's Careers Counsellor can give advice in this case.

### Queensland School Calendar

A detailed School calendar is available on our [WEBSITE](#). The following is a general guide to the Queensland School Year: School Year Begins end January (usually after Australia Day public holiday on or near 26<sup>th</sup> January)

- Semester 1, Term 1 - approx. 10 weeks; (Easter Vacation: approx.10 days over Easter)
- Semester 1, Term 2 - approx. 10 weeks; (Winter Vacation: 2-3 weeks end of June to mid-July: TAS has 3 weeks break)
- Semester 2, Term 3 - approx. 10 weeks; (Spring Vacation: 2 weeks Sept-Oct)
- Semester 2, Term 4 - approx. 10 weeks; (Summer Vacation: December and January)

For public holidays in Queensland, please see: [Queensland Public Holidays](#)

## WEBSTIES FOR FURTHER INFORMATION

Australian Government Department of Education Information for Overseas Students:

- [ESOS Student Fact Sheet](#)
- [Tuition Protection Service - Overview for International Students](#)
- Department of Home Affairs - Studying in Australia: [Explore visa options for studying in Australia](#)

- Information for students living in Queensland: [Live in Queensland | Queensland Lifestyle](#)
- Queensland Curriculum and Assessment Authority (QCAA): [Queensland Curriculum and Assessment Authority](#)
- Queensland Events & Cultural Activities: [Queensland Events & Things to Do](#)
- Queensland Weather Forecast: [Queensland Weather and Warnings](#)
- Public Transport in South East Queensland: [Translink](#)
- Currency Converter: [Currency Converter - Foreign Exchange Rates Calculator](#)



## **APPENDIX 1 – INTERNATIONAL STUDENT ORIENTATION CHECKLIST**

## **APPENDIX 2 – INTERNATIONAL AGENT POLICY**

Student Name:

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Year Level:

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Arrival Date:

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## WEEK 1 CHECKLIST

### Orientation and School Tour Week 1, Day 1

Student has been introduced to:

- Head of Admissions
- Head of Primary School / Head of Secondary School (Pastoral Care)
- Class Teachers (Academic Studies)
- Boarding House Parent and Director of Boarding (Accommodation)
- Deputy Head of School/Student Counsellor
- Learning Enhancement Centre Co-ordinator
- Student Buddy for Week 1 (same year level as international student)
- Head of School

Staff Member:

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Date:

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Student has / understands:

- Mobile phone or how to use pay phone
- Emergency contact number of staff member
- Accommodation contact number
- Emergency number for fire, police etc is 000 in Australia or 112 from a mobile 'phone
- How to travel to and from school (if applicable)
- All school uniform requirements
- How to seek assistance on and off campus
- Bank account (if applicable)



Staff Member:

Date:

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## Student has received information about:

- Personal security and safety, both at school and while living in Australia
- How to seek assistance and report significant incidents that affect well-being, including critical incidents
- Overseas Student Health Cover (OSHC)
- Complaints and Appeals Processes
- Available student support services
- English language and study assistance programs
- Services students can access for information on their employment rights and conditions, and how to resolve workplace issues, such as through the Fair Work Ombudsman or Department of Home Affairs (Immigration)
- Legal services available to students
- Student visa conditions relating to course progress and attendance
- Grounds for suspension or cancellation of enrolment
- Student Transfer Assessment Policy
- School Calendar
- School Rules and Code of Conduct
- Subject selection, textbooks, etc
- Assessment policies and requirements
- Extra-curricular activities, clubs, etc

Staff Member:

Date:

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## Other Information/Activities:

- Information about Cultural Awareness/Culture Shock/Adjusting to life in a new environment

- Orientation to local area – shops, recreational areas, etc

Staff Member:

\_\_\_\_\_

Date:

\_\_\_\_\_

## **STUDENT INTERVIEWS TO CHECK ADJUSTMENT:**

- End of Week 2

Staff Member:

\_\_\_\_\_

Date:

\_\_\_\_\_

- End of Week 4

Staff Member:

\_\_\_\_\_

Date:

\_\_\_\_\_

- End of Week 6

Staff Member:

\_\_\_\_\_

Date:

\_\_\_\_\_

- End of Week 8

Staff Member:

\_\_\_\_\_

Date:

\_\_\_\_\_

- End of Week 12

Staff Member:

\_\_\_\_\_

Date:

\_\_\_\_\_

Education agents are engaged to formally represent Toowoomba Anglican School under the following conditions:

- The education agent agrees to comply with the requirements of Standard 4 in the 2018 National Code, including
- declaring in writing and taking reasonable steps to avoid conflicts of interests with any duties as an education agent representing Toowoomba Anglican School (St 4.3.1)
- observing appropriate levels of confidentiality and transparency in dealings with overseas students or intending overseas students (St 4.3.2)
- acting honestly and in good faith, and in the best interests of the student (St 4.3.3)
- having appropriate knowledge and understanding of the international education system in Australia, including the [Australian International Education and Training Agent Code of Ethics](#) (St 4.3.4)
- The education agent signs and abides by the conditions of the School's written agency agreement
- The education agent responds appropriately to School monitoring activities and corrective and preventative action, and understands the grounds for termination of agreement as outlined in Standard 4.4 of the 2018 National Code
- The education agent accurately promotes the services and facilities provided by the school and uses up to date marketing materials as supplied by the School.

Toowoomba Anglican School will not accept a student from an education agent if it is known or suspected at any time that the agent

- engages in or has previously engaged in dishonest practices;
- deliberately attempts to recruit a student within the first six months of that student's study in their first registered school sector course with another provider;
- facilitates the enrolment of a student he/she believes will not comply with visa conditions, or is not a bona fide student, or
- provides immigration advice where he/she is not authorised to do so under the Migration Act 1958

Toowoomba Anglican School may receive a student enrolment application from an education agent on behalf of the parent. As the education agent has not been engaged by the school to formally recruit students on the school's behalf, such an agent would fall outside the scope of NC St 4.

A list of education agents with whom the school has a formal written agreement are listed on the home page of Toowoomba Anglican School's website and is readily available to students and regulators.

Toowoomba Anglican School enters and keeps up to date details and records about education agents with whom the school has a formal written agreement and who facilitate enrolment of students.

Information recorded about education agents includes:

- the agent's name
- the address of the agent's principal place of business
- if the agent is a body corporate—the address of the body corporate's registered office
- the agent's postal address (if different from address for principal place of business/registered office)
- the agent's phone number, email address and website address (if any)
- the agent's ABN or ACN (if any)
- the agent's trading name or names (if any)
- if the agent is a body corporate—the names of the body corporate's directors
- if the agent is a registered migration agent—the agent's Migration Agents Registration Number
- the following information about each of the agent's employees (if any) who are involved in the agent facilitating the enrolment:
  - the employee's name;
  - the employee's email address;
  - if the employee is a registered migration agent—the employee's Migration Agents Registration Number.