



MLC INTERNATIONAL STUDENT PROGRAM – LOCAL SUPPORT PERSON POLICY AND PROCEDURE

POLICY

In accordance with the Commonwealth Department of Education and Training's National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and VRQA Guidelines, MLC provides the required guardianship of international students for whom a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter has been issued.

MLC recommends that all international/overseas families appoint a Local Support Person (LSP) to provide additional support and act as liaison between the College, the student and the family. The Local Support Person has no 'guardianship' responsibilities.

Only a parent or person who has legal custody of the student can nominate a local support for that student.

PROCEDURE

1. Eligibility

A person accepting the role of local support is required to:

- Be resident in Melbourne during school term time (i.e. when the student is attending school). If unplanned travel is required for an extended period of time they must contact the College and nominate a replacement person in a timely manner.
- Be over 21 years of age and reside in Melbourne, Australia whilst the student is at MLC
- Must be of good character and have permission to reside in Australia (Australian citizen or Permanent Resident). Additionally, a Local Support Person must be willing to:
 - Provide a Working With Children Check (WwCC)
 - Provide proof of identity (drivers licence, passport)
 - Provide a history of work involving children
 - Provide a suitable 'reference(s)' who can address the person's suitability for the role and working with children (note: the parent of the student can be a reference)
- Complete the MLC Child Safe Induction that includes:
 - obligations and responsibilities for managing the risk of child abuse
 - child abuse risks in the school environment
 - the school's current child safety standards
 - the procedures for responding to and reporting allegations of suspected child abuse including responsibilities under the Reportable Conduct Scheme
- Commit to annual training in relation the Child Safe Standards
- Be fluent in both English and the student's first language

Note: A parent may request an individual to be a local support person, however the College is required to ensure that the eligibility criteria dot points above have been met before formal approval is given by the College.

2. Responsibilities

- The responsibilities of the Local Support Person include:
- Maintaining regular (fortnightly) contact with both the student and her parents
- Confirm students' term break/holiday plans
- Attending College functions and events such as:
 - enrolment interview
 - information briefings
 - college events (school productions/performances/end of year celebrations)
 - parent/teacher/student (PTS) conferences
- Communicate with family when there is a language barrier.
- Act as the Emergency Contact for the student. This includes being willing to accommodate a boarding student/homestay student in an emergency. For example:
 - long term evacuation from the Boarding House/Homestay (i.e. overnight or multiple days)
 - in the case of illness or injury (until parent arrives from overseas)

Note: A Homestay Host is able to be a student's Local Support Person, provided they are willing to meet the responsibilities outlined above.

PART 1: PARENT NOMINATION FORM

Student Name:			
Year Level:		Student Code:	
I/We nominate the named appointee concerning my/our daughter, who will be studying at MLC, to liaise between the College, the student and our family.	<i>Signature (Parent 1)</i>	<i>Name (Parent 1)</i>	<i>Date</i>
	<i>Signature (Parent 2)</i>	<i>Name (Parent 2)</i>	<i>Date</i>
Name of Nominated Person:			
Relationship to student:			
Languages Spoken:			
Address:			
Email Address:			
Mobile number:			
Signed by Local Support Person		Date:	

PART B: ELIGIBILITY

Name of Nominated Person	
Age (must be over 21 years of age)	
Residency <i>Australian Citizen; Permanent Resident</i>	
Working with Children Check (completed and attached)	
Proof of Identity <i>Copy of Drivers Licence or Passport attached</i>	
Suitable References <i>Please supply two names and relevant contact details. MLC will contact each reference to confirm suitability for child related work.</i>	
Completion of initial child safe induction/training <ul style="list-style-type: none"> - obligations and responsibilities for managing the risk of child abuse - child abuse risks in the school environment - the school's current child safety standards - the procedures for responding to and reporting allegations of suspected child abuse including responsibilities under the Reportable Conduct Scheme 	
Agreement to complete annual child safe training	

Signed by LSP		Date:	/ /
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Confirmed by MLC Representative		Date:	/ /
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DOCUMENT DETAILS

Title:	MLC International Student Program – Local Support Person Policy and Procedure
Author(s):	Vice Principal
Approver:	Vice Principal
Owner (responsible for review):	Vice Principal
Other staff involved in review:	International Student Coordinator; Student Homestay Consultant; Head of Boarding; Admissions Manager
Created:	October 2019
Review Timeline:	Biennial
Master Document Location:	Principal's Administration

VERSION CONTROL

Version	Date	Description
V1	Oct 2019	To meet the requirements of the Education Services for Overseas Students (ESOS) 2018 National Code associated with International Students, and VRQA requirements

AUDIENCE

Staff with responsibilities for International Students
Parents of International Students

PUBLICATION LOCATION

MLC Staff Hub
myMLCfamily.net
External MLC website