

3.12

International Student Groups

Code of Practice

Group students means - international students holding a group visa issued by the New Zealand immigration service; or two or more international students studying together in New Zealand for no more than three calendar months on a group visit organised by a provider.

Outcome Statement

Ruapehu College has developed a group student policy to ensure the safety, well-being and the quality of academic and social education of all groups of international students studying at Ruapehu College To ensure compliance with NZQA's Education (Pastoral Care of International Students) Code of Practice 2016.

Guidelines

- Ruapehu College policies and procedures relating to the education code will apply to group students – see Ruapehu College policies and procedures, including those for accommodation application and information sheet, international students' handbooks.
- 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.
- 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 form the contract between the school and the parent.
- All group student arrangements and conditions shall be set out in an agreement to be signed by the education provider and the group organiser.
- Ruapehu College shall designate an appropriate person from the education provider to oversee the tour operations. Group supervision: Should an emergency situation arise the New Zealand based staff member will be responsible for all actions taken in an emergency situation and will follow the procedures of the Ruapehu College EOTC policy:
 - The designated person will, in conjunction with the group leader, notify the school
 - 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 requirements for student groups

- 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 education code.

- The education provider shall advise all prospective groups of the medical and travel insurance requirements as per the standard wording in the code of practice.
- Group students should have combined medical and travel insurance.
- Group students purchasing insurance through a New Zealand insurer should have insurance cover before they leave their home country.
- Where insurance is provided from a New Zealand company, policy details should be provided in the group's first language where possible.
- Where overseas policies are used, the group organiser should ensure a copy in English is forwarded to the education provider to ensure the policy is appropriate.

Verification of policies

Ruapehu 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, Ruapehu College shall ensure that:

- The insurer/reinsurer is a reputable and established company with substantial experience in the travel insurance business, and has a credit rating no lower than A, or B+ from A M best.
- The insurer is able to provide emergency 24-hour, 7 day per week cover.
- 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. The education provider must ensure that the insurance cover is appropriate.
- Where a group is not in possession of an appropriate and current medical and travel insurance policy Ruapehu College undertakes to:
 - Advise the group of the medical and travel insurance requirements
 - Provide the group with a default policy which meets the requirements of the code of practice guidelines.

Recording of policy details

- For each group Ruapehu College shall record the:
 - Name of the insurer
 - Policy number
 - Policy start and end dates.

Review

This policy will be reviewed in accordance with the Board's regular policy review process.

Ratified by Ruapehu College Board of Trustees

Chairperson: Elijah Pue



Signed: _____ Date: 25.02.21

Date for policy review: February, 2024