# ISP Community Language School Studies Assessment and Site Inspection Form

## Purpose

This document specifies the assessments and site inspection that must be undertaken by a school prior to granting permission to secondary school international students holding a subclass 500 Student – Schools visa (Standard or Study Abroad students) to participate in Victorian Certificate of Education (VCE) language studies at a community language school (CLS).

This document should be read in conjunction with the [International Student Program (ISP) Community Language School Policy](https://study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_CLS_Policy.docx) and the [ISP Community Language School Procedure](https://study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_CLS_Procedure.docx). This document is for Department of Education (DE or department) International Education Division (IED) staff and schools.

This form, once completed and signed, should be provided to DE (IED) by uploading the form, along with the signed and completed CLS third-party agreement, to the Victorian International Students Information Tool (VISIT) (video instructions [here](https://www.youtube.com/watch?v=OreSKxA-sdY)).

## Student and provider assessments

This document includes an assessment that must be undertaken by the school to identify any additional support needs of the student. School supervisors are also required to complete a CLS assessment and a site inspection prior to the student participating in VCE language studies at a CLS. This will help identify any risks and ensure treatments are in place to mitigate these risks, if necessary.

## Details

Student name: Click or tap here to enter text.

International student ID: Click or tap here to enter text.

Date of birth: Click or tap here to enter text.

School: Click or tap here to enter text.

Student year level: Click or tap here to enter text.

CLS business name: Click or tap here to enter text.

CLS business address: Click or tap here to enter text.

Subject: Click or tap here to enter text.

Subject start date: Click or tap here to enter text.

Subject end date: Click or tap here to enter text.

Start and end times of classes: Click or tap here to enter text.

## Student assessment

Is the student confident enough to participate in these studies offsite? Choose an item.

Does the student have any cultural requirements that need to be considered? Choose an item.

Does the student have any additional needs that may require additional support  
for them to participate in these studies? Choose an item.

Based on this assessment, please outline any additional support the student may require   
from your school to participate in the proposed studies:

|  |
| --- |
| Click or tap here to enter text. |
| Additional support can include: meeting more frequently with the student to see how they are progressing; support designed to address specific additional needs; and any other form of support that the school considers necessary. Consider whether additional supports need to be communicated to the CLS. |

### Study location and student travel

Are appropriate and safe arrangements in place for the student’s travel to and from the study   
location? This should include consideration of distance of travel, mode of travel, etc. Choose an item.

Based on this assessment, please outline any additional support the student may require   
from your school to participate in the proposed studies:

|  |
| --- |
| Click or tap here to enter text. |
| Treatments to mitigate risks can include: assisting the student to plan public transport to and from the study location; talking to the student about steps that they can take to assist their safety, such as walking to public transport with others, being aware of their surroundings, seeking assistance if they feel uncomfortable, keeping their phone on hand with emergency contact details programmed in their phone (school and general emergency contacts), and reporting others’ inappropriate behaviour; asking the student’s homestay provider if they are willing to pick up the student from the study location; checking in with the student to see if they are facing any issues; and any other treatment that the school considers necessary. |

## CLS suitability and risk assessment

The school supervisor should complete the following assessment prior to the principal’s approval for the student to participate in VCE language studies with a CLS.

Is it possible that the student could be participating in classes with students who are 18 years old or older? Choose an item.

If yes, what strategies are in place (such as supervision policies, which you have sighted) to   
mitigate any risks associated with this? Click or tap here to enter text.

Does the CLS demonstrate an appropriate approach to managing child safety?  
For example, does the CLS have a child safe policy in place that you have sighted? Choose an item.

### Site inspection

A site inspection of the CLS’s premises, including the room/s that your international student will be using, must be conducted each year. This site inspection must take place prior to a decision being made to allow the student to participate in these studies. This is required because the department retains responsibility for student safety and program quality, even when the education is delivered by a third-party provider engaged by the department.

If another school has already conducted a site inspection of the CLS’s rooms and premises for the year, another site inspection is not required. Schools can check the [Third-Party Education Provider Site Inspection Register](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Site_Inspection_Register.docx) available on [www.study.vic.gov.au](http://www.study.vic.gov.au) to see if a site inspection of the rooms and premises has already been conducted for the year.

If a site inspection has not already been conducted by another school, the school supervisor is required to conduct a site inspection of the CLS’s premises as part of the CLS assessment. Please read the [ISP Community Language School Policy](https://study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_CLS_Policy.docx) regarding the frequency of CLS assessment and site inspections.

1. Is the CLS using a Victorian government school site to deliver the studies? Choose an item.
2. If yes, please provide the full name of the school: Click or tap here to enter text.
3. List the full address of premises where studies will be delivered: Click or tap here to enter text.
4. Classroom name or number: ………………………………. Click or tap here to enter text.
5. Based on the [Third-Party Education Provider Site Inspection Register](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Site_Inspection_Register.docx) has a site inspection   
   of the same CLS location and room already been conducted? Choose an item.

***If the answer to question 5 is ‘No’ skip questions 6–8 and complete questions*** [***9–15***](#Nine)***.***

1. Name of the school that has already conducted a site inspection (if applicable): Click or tap here to enter text.
2. Date the above school conducted a site inspection: Click or tap to enter a date.
3. Has the above school inspected the same classroom the student will be in? Choose an item.

***If you have completed questions 6–8, skip questions 9–15 and go to the*** [***Risk rating***](#RiskRating) ***section below.***

**If another school has not conducted a site inspection of the CLS, the school supervisor must conduct a site inspection and complete the questions below:**

1. List the room numbers / names of rooms you have inspected: Click or tap here to enter text.
2. Does the CLS have enough floor space to deliver the studies based on class size? Choose an item.
3. Does the CLS have enough chairs and desks to deliver the studies? Choose an item.
4. Are there adequate bathroom facilities? Choose an item.
5. Does the CLS have any equipment necessary to deliver the studies? For example,   
   a whiteboard or any other equipment that may be appropriate. Choose an item.
6. Does the CLS have learning and library resources available to deliver the studies? Choose an item.
7. Do the premises, furniture and equipment appear safe, clean and in good condition with adequate lighting? Choose an item.

### Risk rating

Based on the all the responses in the CLS assessment section, how   
would you rate the risk of the student participating in these studies? Choose an item.

Do you believe acceptable treatments (solutions) are in place to mitigate any risks you have identified? Choose an item.

## School supervisor attestation

To be completed by the school supervisor:

I confirm that I have:

read and understood the [ISP Community Language School Policy](https://study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_CLS_Policy.docx)

ensured that the student understands the requirements of their study

informed the student that if they are permitted to undertake these studies that I will be their school supervisor and the student can come to me with any concerns they have about their studies, or their safety and wellbeing

informed the student that I will meet with them to discuss their studies at a CLS once they have participated in their first class and once every term, unless the student assessment has identified the need for more frequent meetings to support the student

discussed acceptable behaviour by the student, other students, instructors and others with the student and told them that they can ask any questions or raise any concerns with me

discussed the importance of student safety and wellbeing, relevant safeguards the school has in place in this area and that the student can raise any concerns with me

informed the student that their attendance and course progress in these studies will be monitored by the school to ensure the student complies with their attendance and course progress visa conditions.

Name:

Signed:

Dated:

## Principal attestation and decision

To be completed by the principal:

I confirm that:

I have reviewed the completed international student assessment and noted any suggested supports

I acknowledge that if I provide approval for the student to participate in these studies the school is responsible for providing the supports identified in the student’s assessment at no cost to the student

I have reviewed the completed CLS assessment and noted any risks and any treatments that are/need to be put in place to mitigate these risks

I acknowledge that the school is responsible for paying any fees associated with the student participating in these studies and confirm that the student will not be charged any additional fees.

Based on the information contained in this document, I confirm that:

**I approve** the student’s participation. I confirm our school has the capacity to provide any identified supports and I consider the risks and treatments acceptable.

**I do not approve** the student’s participation. I cannot confirm that our school has the capacity to provide any identified supports and/or I consider the risks and treatments unacceptable.

Name:

Signed:

Dated:

## Document maintenance

Strategy and Quality Assurance Unit

International Education Division

Level 28, 80 Collins Street, Melbourne, Victoria 3000

Email: [isp.quality@education.vic.gov.au](mailto:isp.quality@education.vic.gov.au)

Phone: + 61 3 7022 1000