

## P8.1-PP-MGS Informing ELICOS Staff About Legislation

### 1. Purpose and Scope

This policy explains how MGS ensures that stakeholders, including staff, students and other clients, are informed of legislation and other regulations as they relate to ELICOS.

It deals with the requirements of:

- National ELICOS Standard P8.1b: Disseminating information about legislation and other regulations; and
- NESA Guidelines, Requirement 4.2.3.1: Disseminating information about legislation and other regulations.

### 2. Responsibilities

The **PEO/Headmaster** will be responsible for implementing this policy, disseminating its contents to teachers and other staff members as appropriate, and keeping it updated.

### 3. Informing Staff, Students and Other Clients of Legislative and Regulatory Requirements

**Staff** will be informed through the induction process, handbooks and regular meetings.

**Students, parents and guardians** will be informed through brochures, the written agreement, pre-arrival information, handbooks, emails and letters. Students will be further informed through notices and classroom announcements.

**Parents and guardians** will be informed in the same way as the students, except notices and classroom announcements won't apply, for obvious reasons.

**Other clients** such as agents, homestay agencies, homestay providers and guardianship agencies, will be informed through the website, handbooks, contracts, letters, Skoolbag app and emails.

### 4. Keeping Updated Regarding Legislation and Other Regulations Affecting ELICOS

ELICOS management, including the Principal and the Director of Curriculum and Compliance, will keep up-to-date with legislative and regulatory developments through following closely industry newsletter and forums on which such changes are disseminated. These include:

- NESA Bulletin
- NEAS News
- AEI newsletters
- EA Professional Development newsletter

Some of the above also provide information about talks, seminars and webinars where changes to the regulatory environment are discussed and disseminated. An appropriate member of staff – usually either the Director of Curriculum and Compliance or PEO/Headmaster – will attend these events.

### 5. Dissemination of Information Regarding Legislative and Regulatory Change to ELICOS Staff

When a forthcoming change to the regulatory or legislative environment affecting ELICOS becomes known, the following process will occur:

- The effects and implications of the change will be discussed amongst senior management (including the Director of Curriculum and Compliance and the PEO/Headmaster as appropriate). External bodies may be consulted to clarify any issues. Internal consultation, e.g. with teaching or marketing staff, may also occur.
- Policies, procedures, handbooks, forms and other documents will be amended in light of the above.
- These changes will be disseminated to staff through meetings, memos, etc as appropriate. Dissemination of the information to students may occur through meetings, letters, classroom announcement, emails and/or notices, depending on the nature and impact of the change.

## 6. Revision history

Version	Date	Description of modifications
1	29 Mar 2015	Original draft
1.1	24 Mar 2016	Roles and Procedures
1.2	18 Mar 2018	Roles and Procedures and acronyms reviewed