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Principal Name
School Name
Principal Email

Dear *Principal Name*,

International Student Survey (ISS) 2018 – Australian schools sector

I am pleased to invite your school to participate in the *International Student Survey (ISS) 2018* – Australian schools sector - an initiative of the Department of Education and Training (DET).

The 2018 ISS will be the fifth iteration of the survey, investigating international student satisfaction levels with studying and living in Australia. Four key areas will be covered by the survey – Arrival, Learning, Living and Support – plus 'propensity to recommend'. It is anticipated the findings of the research will inform policy development and marketing activities undertaken by the Australian government, peak bodies, education providers, researchers and student representative bodies. The research is also intended to contribute to supporting sustainable growth of Australia's high quality international education and strengthening the fundamentals of Australia's international education sector.

This year, DET has contracted *i-graduate* to manage the ISS project. We are very pleased to be working in collaboration with the Department, and with Australia's schools and representative associations to make the survey a success.

Your school has been identified by DET as meeting requirements for inclusion in the survey. Students in project scope are international students in year 11 or 12, who are aged 16 or over and are student visa holders.

The 2018 survey will be conducted online during Term 2. We will be using the time from now until May to actively promote the survey, and register schools willing to participate. i-graduate Australia personnel managing the 2018 ISS project have valid Working with Children/Working with Vulnerable People checks.

Below you will find some key information relating to the project and also some questions to which we are seeking your response.

Approval to conduct the survey

We would appreciate your approval to conduct the survey with your students through completion and return of the attached consent form once you have reviewed the content of this letter.

Registration and participation

Registering your school to participate is simple - you (or your delegate) can complete the online registration form at: https://www.ieaa.org.au/research/schools

There is no cost to schools (or students) to participate in this important survey – the project is fully funded by DET and participation is voluntary.

Completion of the online registration form will reconfirm principal consent for the school to participate in the ISS 2018. If a school or student decides to participate and later changes their mind, they are able to withdraw their participation at any time without prejudice. Information collected up to the point when a school or student withdraws may continue to be processed.

Administration

Administration of the survey is led by i-graduate, with assistance and guidance provided for every participating school at each step of the process. The total time commitment required from the school will vary dependent on individual school approaches and processes. However, it is anticipated administrative requirements will be minimal and possible to achieve in a total of one hour. The primary administration required by participating schools will be a) ensuring parental consent is in place for students aged 16 and 17; b) ensuring student consent is in place for students aged 18 or over; and c) providing participating students with the survey link (provided by i-graduate to the school).

Management of information collected, privacy and confidentiality

No personal information identifying individual participants is collected as part of the survey.

All data collected is stored securely in i-graduate's SQL database and kept for the purpose of longitudinal study. Any analysis of data is carried out using anonymised identifiers and without personal information. Only authorised personnel can access the data and any demographic data which could directly identify a student is removed from this database so students cannot be identified.

The identity of participants and the school will not be disclosed at any time, except in circumstances that require reporting under national mandatory reporting laws, or where the research team is legally required to disclose that information. Participant privacy, and the confidentiality of information disclosed by participants, is assured at all times.

Anonymised data may be used for the purpose of longitudinal study in future years.

A summary of research findings will be made available to all participating schools. Key findings from the 2016 International Student Survey can be found at:
https://internationaleducation.gov.au/research/pages/data-and-research.aspx

Parental consent

We are aware there is variation in parental consent arrangements between jurisdictions and at an individual school level. DET requires parental consent before students aged 16 or 17 can be sent the survey link. If you wish to participate in the ISS, please advise us if international students in your school are covered by an overarching proxy consent arrangement or whether parental consent will be needed for each student participant. As part of the registration process, schools will be required to confirm that arrangements are in place to ensure parental consent is obtained for relevant students.

Reporting

All participating schools that achieve a minimum of five individual complete responses will receive a summary institution report detailing individual school performance satisfaction scores for core questionnaire elements as compared with the Australian index. These reports will be provided by November 2018.

Responsibility for national reporting sits with DET and will be based on data collected through the ISS 2018 process.

Those schools that have participated in previous ISS iterations may be interested to know i-graduate has made a significant number of amendments to the survey instrument, including addressing concerns stakeholders raised with DET in response to the 2016 version. We have also aligned questions and rating measures with those used in the ISS data collection processes for other sectors to enhance comparative reporting, whilst refining vocabulary used to ensure it is age and sector appropriate.

On behalf of i-graduate, I encourage your school to participate in this nationally significant project, important to the schools sector and to Australia's international education reputation more broadly. As outlined above, if you are willing for your school to participate, please complete and return the consent form on the following page *and* complete the online registration form.

We look forward to the opportunity to work with your school over the coming months - if you or your colleagues have any questions, please contact our ISS project manager directly (contact details below).

Yours sincerely,

Stephen Connelly

Stephen Connelly
Director, i-graduate Australia

Please direct all replies and requests for further information to:

Rachel Perkin
Manager, Client Relations, i-graduate Australia, and
2018 Schools ISS Project Manager
M: 0439 031 053
E: rachel.perkin@i-graduate.org

Consent Form

International Student Survey (ISS) 2018 – Australian schools sector

- I have read this document and understand the aims, procedures, and risks of this project, as described within it.
- For any questions I may have had, I have taken up the invitation to ask those questions, and I am satisfied with the answers I received.
- I am willing for the school to become involved in the research project, as described.
- I understand that participation in the project is entirely voluntarily.
- I understand that the school is free to withdraw its participation at any time, without affecting the relationship with the research team, i-graduate or the Australian Government Department of Education and Training.
- I understand that if the school decides to withdraw, information collected up to the point when the school withdraws may continue to be processed.
- I understand that this research may be reported by the Department of Education and Training and i-graduate, provided that the participants or the school are not identified in any way.
- I understand that the school will be provided access to publically reported findings from this research upon its completion.

Name of School Principal (printed): _____

Name of School (printed): _____

Signature: _____

Date: _____

Please return completed form to:

Rachel Perkin
Manager, Client Relations, i-graduate Australia, and
2018 Schools ISS Project Manager
E: rachel.perkin@i-graduate.org