



## ACCOMMODATION AND WELFARE POLICY FOR UNDER 18 YEAR OLD STUDENTS

### PREAMBLE

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students requires that international students under the age of 18 to have approved accommodation and welfare arrangements while they undertake study in Australia, before a visa is granted. This Policy provides the guidelines for accommodation, support, monitoring and risk prevention for Underage Students.

All international students who are underage must have appropriate accommodation arrangements in place that meet the College's criteria for approval and/or is deemed appropriate according to DHA. Private rental accommodation without care arrangements in place is not permitted.

This Policy applies to all prospective and current students if they are under the age of 18 years of age whilst studying at the College.

### DEFINITIONS AND ACRONYMS

“**CAAW**” means the Confirmation of Appropriate Accommodation and Welfare arrangements.

“**CoE**” means the electronic Confirmation of Enrolment.

“**College**” means Australian Pacific College, English Unlimited and Australian Pacific Travel and Tourism.

“**DHA**” means the Department of Home Affairs.

“**ESOS Act**” means Education Services for Overseas Students Act 2000 (Cth) and the Education Services for Overseas Students Regulation 2001 (Cth).

“**Policy**” means this Accommodation and Welfare Policy for Under 18 Year Old Students.

“**PRISMS**” means the Provider Registration and International Student Management System.



“**WWCC**” means a Working With Children Check issued by the appropriate State Government Department.

## **1. POLICY AND PROCEDURE**

1.1 The College has in place procedures to:

- a) ensure the College is compliant with the ESOS Act, and the National Code and relevant State Child Safe Standards;
- b) monitor and report international underage Students where they are deemed to be in breach of their visa conditions;
- c) provide current and accurate information regarding living in Australia, including costs and accommodation options;
- d) place students in appropriate accommodation and care arrangements;
- e) provide welfare support for Underage Students; and
- f) ensure employees working/volunteering with Underage Students have a current WWCC or Police clearance, as required.

## **2. UNDERAGE STUDENTS**

2.1 In order to be granted a student visa, students under 18 years of age must demonstrate to DHA that they have parental or legal custodian approval to reside in Australia for the duration of the program in which they are enrolled, or until they become 18 years of age. T, and the approved residence may be:

- a) living with a parent, legal custodian (person who has legal custody of), or a relative (a brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece or nephew, step-grandparent, step-aunt, step-uncle, step-niece or step-nephew) who is of good character,) who is over 21 years of age, nominated by the student's parents and approved by DHA;
- b) living in Homestay accommodation arranged or approved by the College;
- c) having a local carer nominated by parents and approved by the College. A 'suitable local carer' is someone who is deemed suitable by the College and in most cases is over 21 years of age, of good character and responsible.

2.2 For students with Package Offers, with other providers (e.g NSW Department of Education and Community International Student's Centre), the College's responsibility for Underage Students commences one week prior to orientation and ceases when the student withdraws from their course and transfers to another provider or where the College withdraws its CAAW.



### **3. GUARDIAN/CARER RESPONSIBILITIES**

- 3.1 Guardian/carers are informed of their responsibilities with regard to the placement of Underage Students by the College.
- 3.2 All guardians are required to complete a WWCC. A guardian who is receiving payment from the College is required to have a paid WWCC and guardians who are not being paid are required to have the voluntary (unpaid) WWCC.
- 3.3 Guardians must sign and return the relevant section of the Under 18 Accommodation Welfare Arrangements Form which outlines all responsibilities and requirements for guardians and carers.
- 3.4 Parents and guardian/ carers are responsible for the students' welfare and supervision outside school hours.

### **4. PROCEDURE FOR NEW STUDENTS**

- 4.1 Parents (or legal custodians) once they have paid fees (and in doing so have entered into a written agreement) to the College (and in doing so have entered into a written agreement) need to take the following steps to confirm accommodation arrangements for their child:
  - a) An Under 18 Accommodation & Welfare Arrangements Form must be submitted to the College declaring their intended accommodation and welfare arrangements.
  - b) The College either:
    - i) arranges accommodation inspections as needed and verifies WWCC; or
    - ii) assigns a College approved homestay and/or guardian and verifies the WWCC.Students will be invoiced according to the accommodation and welfare arrangement chosen.
  - c) Using PRISMS, a COE will be issued for the Underage Student indicating whether the College is accepting responsibility for the Underage Student's accommodation and welfare arrangements.
  - d) Where the College accepts responsibility a CAAW is issued as well.
  - e) Details of the Underage Student's parent or guardian will be recorded against the student's COE.



- f) The Accommodation Officer will monitor the suitability of the accommodation placement for College placed Homestays and guardianship arrangements.
- g) Issues relating to Underage Students will be discussed at the regular welfare meeting.

Arrangement	Additional fees	Accomm inspection needed	Host WWCC needed	Guardian WWCC needed	CAAW needed
Underage Student living with parents or legal custodian	N/A (unless student and parent request College to arrange accommodation)	No	No	No	No*
Living with relative who is over 21 years old nominated by parents and approved by DHA	N/A (unless student and parent request College to arrange accommodation)	No	No	No	No*
College arranged housing and guardian	Homestay Placement Fee Weekly Homestay Fee Guardian Placement Fee Weekly Guardianship Fee	n/a**	n/a**	n/a**	Yes
Living with a local carer nominated by parents (to be approved by the College)	Accommodation Inspection Fee	Yes	Yes	Yes	Yes

- \* Student/Parent must demonstrate to DHA that requirements have been met.



- \*\* All College Homestay hosts are required to behave an inspection and maintain current WWCC and all guardians are required to have a current WWCC.
- 4.2 Underage Students must keep the College informed of changes to their accommodation arrangements. Underage Students should discuss any proposed changes with the Accommodation Officer and steps (a) and (b) of clause 4.1 of this Policy should be followed before the College allows the change to be enacted. The College will advise DHA as soon as possible in the event that the Underage Student has changed his or her living arrangements, or that the College no longer approves of the arrangements for the student, using the DHA pro-forma letter available through PRISMS.
- 5. REPORTING STUDENTS WHO FAIL TO MAINTAIN APPROVED ACCOMMODATION ARRANGEMENTS**
- 5.1 When the College can not approve the accommodation and welfare arrangements for an Underage Student and all other attempts to assist the Underage Student to maintain appropriate arrangements have been exhausted, the Underage Student may be reported to DHA using the 'Non-approval of Appropriate Accommodation/Welfare Arrangements' form on PRISMS. Prior to reporting to DHA, the Underage Student will be sent an Intention to Report to Immigration letter.
- 5.2 If a student has gone missing from the approved accommodation and cannot be contacted, this will result in the College implementing its documented Critical Incident Policy. Actions may include contacting the student's parents and DHA and filing a missing persons report with the police and/or children's services agencies. If, after a reasonable period, the Underage Student has not been found, the College will report the student's breach of visa condition 8532 by submitting the 'Non-Approval of Appropriate Accommodation/Welfare Arrangements' letter.
- 6. STUDENTS WHO TURN 18 DURING THE COURSE OF STUDY AT THE COLLEGE**
- 6.1 Once Underage Students turn 18 their parents must nominate the details of a contact person in Australia. The College strongly recommends that students over 18 years remain in Homestay accommodation or continue to reside with their relatives until they complete their course. Parents may be contacted to approve changes to a student's living arrangements.



## **7. PERIOD OF RESPONSIBILITY OF THE COLLEGE FOR ACCOMMODATION AND WELFARE ARRANGEMENTS**

- 7.1 For Underage Students, only studying at the College, and who will stay with a local carer either nominated or approved by their parents, a Confirmation of Appropriate Accommodation/Welfare Arrangements letter will be issued for which the nominated period of responsibility will be at least 7 days beyond the CoE date.
- 7.2 For Underage Students with 'package offers' which involve multiple courses at the College or other providers, responsibility for Underage Students commences one week prior to orientation and ceases when the student withdraws from the course, transfers to another provider or where the CAAW is withdrawn by the College.
- 7.3 Where the College suspends or cancels the enrolment of a student, the College will continue to check suitability of arrangements for the Underage Student until that student is accepted by another provider, the student leaves Australia, other suitable arrangements are made or the College withdraws the CAAW.

## **8. HOMESTAY PROVIDER RESPONSIBILITIES**

- 8.1 Homestay providers are informed of the College's expected standards and of their responsibilities with regard to the placement of Underage Students.
- 8.2 All adult house-members are required to complete a WWCC background check. The host who is receiving payment from the College is required to have a paid WWCC and all other adult household members are required to have the voluntary (unpaid) WWCC.
- 8.3 Monitoring of the service provided by Homestay providers host families is conducted formally, during follow-up interviews with hosts and from surveys completed by our students upon departure from their Homestay. Informally, College staff inspect the homes when they drop off students at the Homestay upon their arrival.
- 8.4 The Accommodation Officer will follow up any grievances made by students about their Homestay provider or the Homestay provider about the student.



## 9. COMMUNICATION

9.1 This policy will be communicated to:

- a) staff through orientation manuals and staff meetings;
- b) students and agents through orientation manuals and the College web pages.

## POLICY REVIEW

This policy will be reviewed as part of the College’s three year review process.

## RELEVANT LEGISLATION

This document references the following legislation, regulations, codes and standards:

<b>Relevant Legislation/codes/standards</b>	
<b>Commonwealth</b>	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (Cth) Education Services for Overseas Students Act 2000 (Cth)
<b>New South Wales</b>	Child Protection (Working with Children) Act 2012 (NSW)
<b>Queensland</b>	Working with Children (Risk Management and Screening) Act 2000 (Qld)
<b>Victoria</b>	Working with Children Act 2005 (Vic) Child Safe Standards

## RELATED POLICIES AND PROCEDURES

This document references the following College policies and/or procedures:

<b>Related Policies and Procedures</b>	
<b>Policies</b>	Critical Incident Policy



## KEYWORDS

<b>Keywords</b>	Accommodation, Homestay, underage students, welfare arrangements, working with children, guardian
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## POLICY OWNER

<b>Policy Owner</b>	Learner Experience Enterprise Unit
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## POLICY/PROCEDURE HISTORY

<b>Policy History</b>			
<b>Current version</b>	<b>Current version release date</b>	<b>Author</b>	<b>Description of changes</b>
Accommodation and Welfare policy for Under 18 year old students v1.8R	18 May 2015	Sharon Luhr	Original Document
Accommodation and Welfare Policy for Under 18 year Old Students v1.8R	June 2019	Sara Gaudry	Update of letterhead and format of policy. Addition of paragraphs 'Relevant Legislation', "Definitions and Acronyms", 'Related Policies and Procedures', 'Keywords', 'Policy Owner' and 'Policy/procedure History'. No substantial change to content, except reference to DHA.