

Younger Student Management Policy

Policy Owner	Academic Director
Contact Officers:	Student Counsellor / Admissions Manager
Policy Number:	QMKPO002
Approved by:	College Leadership Team
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Related Documents:	Critical Incident Management Process Student Wellbeing, Counseling & Support Policy Younger Student Management Process
Related Forms	Confirmation of Appropriate Accommodation and Welfare (CAAW) Local Carer Duty Statement Minors Welfare and Accommodation Approval Form National Police Check (Australia Federal Police form) Non-approval of appropriate Accommodation/Welfare Arrangements Form (on PRISMS)

1. Overview

- 1.1. Australian Government regulations the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code) require 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.
- 1.2. This policy provides the operational guidelines for accommodation, support, monitoring, and risk prevention for all younger students.

2. Organisational Scope

- 2.1. The [National Code](#) and ESOS Act 2000 require the College to ensure appropriate accommodation and welfare arrangements are in place at all time for international students. Student visas are granted after a number of conditions have been met by the student, the student's legal guardian(s), and the education provider(s).

International students under 18 years of age must demonstrate to the Department of Home Affairs (Immigration) that they have the approval of a parent; legal custodian or Local Carer to reside in Australia for the duration of the program in which they are enrolled, or until they become 18 years of age.
- 2.2. This policy applies to all prospective and current students under the age of 18 whilst studying at Curtin College, except where otherwise stated.
- 2.3. For international students with 'packaged offers' which involve other providers (eg Curtin University), Curtin College's responsibility for younger students commences one week prior to orientation and ceases when the student withdraws from the course, transfers to another provider or articulates to Curtin University, whichever is sooner. Where a student articulates to Curtin University, the student's parents need to inform the College of their intentions. Under circumstances deemed appropriate by the College, this responsibility may be extended as required.
- 2.4. Partner providers that offer a Curtin College award are responsible for the management and support services for younger students as outlined in the specific Service Level Agreements.
- 2.5. The College's responsibility with domestic students ends at the completion of their course or upon cessation of their studies.
- 2.6. Staff will be informed about this policy at induction where it is related to their duty statement. Training for all staff on this policy will be provided on an annual basis at minimum.
- 2.7. Students will be informed about this policy at Orientation and via other means, including personal contact.

Younger Student Management Policy

3. Definitions

- 3.1. **Cancellation of Enrolment:** - refers to withdrawal, termination, and non-enrolment in a study period.
- 3.2. **Confirmation of Appropriate Accommodation and Welfare (CAAW):** A statement signed by Curtin College and sent to applicants to accompany their application for a student visa to study in Australia.
- 3.3. **Confirmation of Enrolment (CoE):** A document registered with Immigration to confirm a student's acceptance into a particular course for a specified duration.
- 3.4. **Domestic Student:** For the purpose of this policy, a local student is anyone who is a permanent resident of Australia, citizen of Australia or New Zealand or the holder of a permanent humanitarian visa who will be resident in Australia for the duration of a course of study.
- 3.5. **Immigration:** Refers to the Department of Home Affairs, which is the Australian government agency responsible for multicultural affairs, immigration and border-related functions and agencies. The Department of Home Affairs is responsible for issuing Student Visas.
- 3.6. **Enrolled:** A student is deemed to have enrolled once fees have been paid and subjects have been selected for the current study period (Status = current).
- 3.7. **Education Services of Overseas Students Act 2000 (ESOS ACT 2000):** This Act regulates the delivery of education service to international students.
- 3.8. **National Code:** s a legislative instrument established under the Education Services for Overseas Students (ESOS) Act 2000. Curtin College is legally obliged to adhere to the requirements of the National Code.
- 3.9. **National Police Check:** Certificates may include pending charges that are deemed disclosable at the time of application.
- 3.10. **Partner Provider:** An institution that provides a course that is CRICOS registered as being offered by Curtin College, who, for the purposes of this document oversees all matters relating to the delivery of those courses.
- 3.11. **PRISMS:** Provider Registration and International Student Management System (PRISMS) is the government database system used for the purpose of receiving and storing information about international students with respect to the Education Services for Overseas Students Act 2000 (The ESOS Act).
- 3.12. **Relevant Homestay Provider:** The organisation to whom Curtin College contracts the arrangement and monitoring of homestay placement for students
- 3.13. **Working with Children Check (WWCC):** a compulsory screening strategy to protect children. A WWCC is required if a person is engaged in paid work with children.
- 3.14. **Younger Student:** A student who is under 18 years of age.
- 3.15. **The College:** Refers to Curtin College and its partner providers.

4. Policy Principles

- 4.1. The College will ensure the wellbeing of younger students and will comply with government legislation/regulations.
- 4.2. The College will contact parents/guardians in cases of non-enrolment and/or changes to enrolment e.g. cancellation, suspension, withdrawal, deferral/leave of absence and confirm accommodation arrangements.
- 4.3. The College will undertake the following steps to ensure the wellbeing of younger students studying at the College:
 - 4.3.1. Confirmation of appropriate living arrangements each study period - Curtin College will reconfirm living arrangements for students under the age of 18 each study period. Where living arrangements cannot be confirmed within a 10 working day period or the living arrangements are deemed to be unsatisfactory the College will take appropriate steps to ensure the welfare and safety of the student (Refer 6.2 "Non-approved or Inappropriate Accommodation Arrangements").

Younger Student Management Policy

- 4.3.2. The College will contact the Local Carer / Relative / Homestay Placement Provider prior to any in study breaks to confirm provision of appropriate care arrangements during the non-study period.
- 4.3.3. College lecturers are asked to notify the College support staff of any students considered to be at risk to ensure that appropriate intervention is undertaken. Intervention may include one or more actions including increased monitoring, wellbeing advice, counseling, academic support or formal warnings.
- 4.3.4. The Student Counsellor in collaboration with the Student and Academic Services Manager is responsible for the following duties as they relate to younger students:
- Exercise duty of care with regards to student arrangements;
 - Monitor student attendance, progress, and wellbeing arrangements;
 - Offer intervention strategies to students at risk to facilitate progress;
 - Alert Senior Management immediately to any potential or actual critical incidents involving younger students, including actual or alleged sexual, physical, or other abuse;
 - Report to Immigration students who are in breach of their visa conditions; organise welfare and accommodation arrangements.
 - Provide referral to relevant resources for reporting where there is concern that a Younger Student is being neglected or abused.
 - Liaise with Local Carer / Relative / Homestay Placement Provider and relatives regarding younger (minors) student care, as required.
 - Students who have a CAAW will have their accommodation and welfare approved prior to acceptance and/or upon notification of proposed changes. Verification that accommodation is appropriate to the overseas students age and needs will be carried out every six months thereafter.
 - Private accommodation and wellbeing arrangements without approval are not permitted for younger international students.
- 4.3.5. Curtin College staff that have contact with younger students in the normal course of their duties are required to obtain a National Police Check as required.
- 4.3.6. All matters relating to the management of younger students will be directed to the Student Counsellor or nominee.
- 4.4. Domestic and temporary residents will only be required to complete the Younger Students Welfare and Accommodation Approval Form (Minors Form).

5. Policy Implementation

- 5.1. All application forms received by the College on behalf of a student under the age of 18 must be signed by the parent or legal guardian of the student.
- 5.2. The College enrolls students under the age of 18 years according to ESOS legislation and the National Code.
- 5.3. The College must be satisfied with the appropriate wellbeing and living arrangements in place for younger students for the duration of their studies or until they turn 18 years of age, whichever is sooner. Failure to do so will put an international student in breach of one of their student visa conditions.
- 5.4. Accommodation providers and their staff who work with students in the course of their duties will be required to obtain a National Police Check or Working with Children Check
- 5.5. Domestic younger students are monitored by the Student & Academic Services Team according to standard Curtin College Progress and Intervention Process, but there are no requirements pertaining to their accommodation/care arrangements other than to advise parents to ensure they have contacted the West Australian Department of Education, of their child's participation in education at Curtin College.
- 5.6. Curtin College has in place procedures to:
- 5.6.1. Record and monitor accommodation arrangements on its Student Management System;
 - 5.6.2. Ensure the College is compliant with ESOS Act 2000 and the National Code regarding its cohort of international students;

Younger Student Management Policy

- 5.6.3. Monitor and report younger international students where they are deemed to be in breach of their visa conditions;
 - 5.6.4. Through a third-party provider, place international students in appropriate accommodation and care arrangements.
 - 5.6.5. Ensure that any third-party providers are screened and are regularly monitored.
 - 5.6.6. Provide wellbeing support for all younger students, domestic and international.
 - 5.6.7. Assist the student in making appropriate alternative arrangements and confirming these arrangements with the parents/legal guardians.
 - 5.6.8. Ensuring employees working with Younger students have submitted a National Police Certificate, as required.
 - 5.6.9. If a student has their enrolment suspended or cancelled by the College, the College will continue to approve the welfare arrangements until any of the following applies:
 - Alternative welfare arrangements approved by another registered provider
 - Care of the student by a parent or nominated relative is approved by Immigration
 - The student leaves Australia
 - The College has advised immigration that it is no longer able to approve the student's welfare arrangements.
- 5.7. Any exceptions to the above are to be approved by the College Director & Principal, upon recommendations from the Student Counsellor

6. International Students

6.1. Approval of living arrangements for younger international students studying at Curtin College

- 6.1.1. Curtin College will only issue CoEs to a student under the age of 18 when appropriate living arrangements have been made and confirmed by the parent or Legal Guardian as per the Younger Student Welfare and Accommodation Approval Form.
- 6.1.2. Curtin College will only approve the living arrangements if the student is living in one of the following arrangements:
 - **Living with a parent**
 - **Living in Curtin College approved homestay** – Curtin College staff will obtain written confirmation from the relevant Homestay Provider that appropriate accommodation arrangements have been made for the student. The relevant Homestay Provider will provide Curtin College with updated details when the student has been allocated to a homestay accommodation.
 - **Living with a suitable relative** – ‘Suitable relative’ means 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 or nominated by the parents who is at least 25 years of age. Note: This does not include cousin. A suitable relative is required to complete the following:
 - Provide a birth certificate as evidence of blood relationship between student and the relative
 - Provide a copy of valid photo ID
 - Provide an Australian Residency visa (visa must be valid until the student turns 18)
 - **Living with a Parent-Nominated Local Carer** – Parents may nominate a non-relative to be the Local Carer provided that they are at least 25 years of age and of good character. The Local Carer must be approved by the College and is required to complete the following:
 - A Curtin College Local Care Duty Statement (LCDS) confirming that they agree to the responsibilities associated with being a Local Carer
 - A National Police Check or Working with Children Permit (no more than 2 years old)
 - Provide a copy of valid photo ID
 - Provide an Australian Residency visa (visa must be valid until the student turns 18)
 - Demonstrate compliance via a home visit.

Younger Student Management Policy

- **Living on Campus** – Student lives in on-campus housing and has a College approved third party guardian service or a parent-nominated local carer of at least 25 years of age and of good character. The Local Carer must meet the aforementioned Local Carer requirements.

6.1.3. Curtin College will approve the living arrangements for a younger student when they have received completed documentation and is satisfied that the accommodation and wellbeing arrangements for the student are appropriate. Curtin College will then issue a CAAW at the time of issuing CoE. A CAAW will not be issued for students living with relatives.

- **Change of Accommodation** - It is the responsibility of the Student/Parent/Legal Guardian/Relevant Homestay Provider to contact the College if there is a change of accommodation or guardianship.

6.2. Non-approved or Inappropriate Accommodation Arrangements

6.2.1. In cases where the College staff are unable to confirm appropriate arrangements for accommodation and welfare within a five (5) day period, the College will contact the parents and/or legal guardian to make alternative Local Carer / Relative / Homestay arrangements.

6.2.2. Where the College deems that the accommodation and welfare arrangements for an enrolled younger student have become unsuitable and all attempts to assist the student to maintain appropriate arrangements have been exhausted, the College will carry out its regulatory requirements and report the student to Immigration, within 24 hours, using the 'Non-approval of Appropriate Accommodation/Welfare Arrangements' form on PRISMS.

6.3. Obligations of the Student

6.3.1. A student wishing to change living arrangements (eg change Local Carer or address) must contact the College to obtain approval **before** doing so.

6.3.2. International students under the age of 18 must abide by all relevant visa conditions.

6.3.3. Students must notify the College of any plans to go offshore during the course of their study.

6.4. Approving arrangements for study period breaks

6.4.1. Younger international students who are residing in Australia in an approved living arrangement may be allowed to temporarily change their accommodation arrangements (other than returning home) during the study period or during breaks between study periods, provided the following conditions are met:

- Student to notify/meet with the Student Counsellor or Student & Academic Services Officer at least two weeks prior to end of semester of a change being made.
- Parents or legal custodian of the student must provide written approval of the temporary arrangements.

6.4.2. Curtin College reserves the right to refuse an application where it feels the student's wellbeing will be put at risk by the change.

6.5. Period of Curtin College Responsibility for Accommodation and Welfare Arrangements

6.5.1. For international students with 'single course offers' (only studying at Curtin College), who will stay with a local carer either nominated or approved by parents, a CAAW will be issued for which the nominated period of responsibility will be at least 7 days beyond the CoE date.

6.5.2. For students with 'packaged offers' involving other providers e.g., Curtin University; the College's responsibility for younger students commences one week prior to orientation and ceases when the student:

- withdraws from their course; or,
- transfers to another provider; or,
- articulates to Curtin University.

Younger Student Management Policy

6.5.3. Where a student does not commence study with Curtin University, their parents need to inform Curtin College of their intentions.

6.5.4. The College will maintain the CAAW care agreement until any of the following applies:

- The parent and/or guardian has informed the College that the student will no longer be taking up the offer of a place at the College;
- the student has alternative welfare arrangements approved by another registered provider;
- care of the student by a parent or nominated relative is approved by Immigration;
- the student leaves Australia; or
- the College has notified Immigration under Standard 5.3.6 that it is no longer able to approve the student's welfare arrangements or under Standard 5.5 that it has taken the required action after not being able to contact the student.

7. Obligations of the Local Carer / Relative / Relevant Homestay Provider/Parent/Legal Guardian and any third-party organising welfare and accommodation arrangements

7.1. The following processes are recorded in the Colleges Student Management System:

7.1.1. Curtin College will contact the relevant person/provider/third party up to three times per year to confirm that living arrangements for the student are appropriate. This will continue until either the student turns 18 or graduates from Curtin College.

7.1.2. It is the responsibility of the relevant person/provider/third party to respond to the College within 10 working days of receiving a request to confirm that the living arrangements have not changed and that they agree to their obligations in regard to the younger student in their care.

7.1.3. Should any of the living arrangements for the younger student change (eg. change addresses; circumstances change, minor moves out unexpectedly) it is the responsibility of the relevant person/provider/third party to advise Curtin College staff within five (5) days of the change.

8. Complaints regarding unsuitability of accommodation/welfare arrangements

8.1. Younger students who are experiencing problems or have concerns about the suitability of their accommodation/welfare arrangements should inform the following:

8.1.1. Relevant Homestay Provider (International Students Only) – in the first instance, students who are not happy in their homestay environment should contact the relevant Homestay Provider.

8.1.2. Student Counsellor or Student & Academic Services Officer

8.2. All matters referred to the Student Counsellor will be acknowledged and if it is deemed a critical incident will be dealt with immediately and in other cases investigated as soon as possible.

9. Obligations of the College

9.1. Attendance Monitoring

9.1.1. In cases where a younger student is missing classes at the College, the Local Carer/Relative/Homestay Placement Provider/Parent/Legal Guardian will be notified.

9.1.2. If a student has gone missing from the approved accommodation and cannot be contacted, the College will implement its documented critical incident policy. Actions may include contacting the student's parents and Immigration and filing a missing person's report with the police and/or children's services agencies. If, after a reasonable period, the student has not been found, Curtin College will report the student's breach of visa condition 8532 by submitting the 'Non-Approval of Appropriate Accommodation/Welfare Arrangements' letter.

Younger Student Management Policy

10. Administrative procedures

10.1. The Curtin College Younger Student Management Policy will be accessible via the Curtin College homepage under Policies and Procedures at <https://www.curtincollege.edu.au/>

10.2. Staff will be advised of updates to policies and processes via internal email.

Version:	Improvements made:
V3.1 (Dec 2020)	Updated Owner of Policy Updated 4.3.4 Added 'third party guardian' to the Living on Campus Arrangements section under 6.1 Updated 6.4 – replaced 'semester' with 'study period' as the College has semester and trimesters.
V3.0 (July 2018)	Updated policy in line with National Code 18 Changed name of policy from Underage Student Management to Younger Student Management in line with National Code Deleted definition Department of Immigration and Border Protection (DIBP) Added definition for Immigration – Department of Home Affairs Replaced DIBP with Immigration throughout document.
V2.0 (Nov 2017)	Updated Policy Owner and Contact person Added links to National Code & National Police Checks