

Younger Student Management Procedure

Colleges of Business and Technology (WA) Pty Ltd

Trading as Curtin College, a member of Navitas Pty Limited

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Document Name	Younger Student Management Procedure
Brief Description	Curtin College regularly monitors and supports students under the age of 18 to ensure their wellbeing and safety are appropriately managed. This Procedure outlines the College's safeguarding and duty of care responsibilities for all younger students and includes additional requirements that apply to international students under the ESOS Act 2000 and Standard 5 of the National Code.
Responsibility	Student Counsellor
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Version Control

Date	Version No:	Summary of Changes	Reviewer Name and Department/Office
20/3/2024	V4.0	Procedure reviewed and updated in line with the changes made to the Younger Student Management Policy.	College Director, Student Counsellor, Student & Academic Services Manager and Officer
19/5/2026	V4.1	Procedure updated to apply to all younger students, clarify safeguarding and child protection obligations (including GBV), distinguish ESOS-specific requirements, and align with the revised Policy and WA child protection legislation.	Quality and Compliance Manager

Related Documents

Name	Location
Younger Student Management Policy	Website
Incident and Critical Incident Management Procedures	Website and Shared Drive
Confirmation of Appropriate Accommodation and Welfare (CAAW)	Shared Drive
Sexual Misconduct Prevention and Response Procedures	Website and Shared Drive
Younger Student Appropriate Accommodation and Welfare Form	Shared Drive
Non-approval of appropriate Accommodation/Welfare Arrangements Form (on PRISMS)	PRISMS Government System

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1 Purpose

The purpose of this Procedure is to outline Curtin College's operational approach to safeguarding, supporting and monitoring students under the age of 18. It ensures that staff, students, parents and guardians understand the College's duty of care and child protection responsibilities and, where applicable, additional obligations under international education legislation.

These Procedures provide the operational guidelines Curtin College will follow to:

- a) support all Younger Students (Minors) at the College;
- b) confirm that Younger Students (Minors) living in Australia with relatives have had their welfare and accommodation arrangements approved by the Department of Home Affairs (DHA); and
- c) manage welfare and accommodation arrangements for unaccompanied International Younger Students (Minors).

2 Scope

This Procedure applies to all younger students, regardless of citizenship or visa status. Certain accommodation, welfare and reporting requirements apply specifically to international students and are identified within this Procedure where relevant.

3 Overview

- 3.1. 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.
- 3.2. The College enrolls and supports students under the age of 18 in accordance with its child protection and safeguarding obligations. For international students, additional requirements apply under the ESOS legislation and National Code.
- 3.3. 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.
- 3.4. 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
- 3.5. Domestic younger students are monitored in accordance with Curtin College academic progress, wellbeing and safeguarding processes. While ESOS accommodation and welfare approval requirements do not apply, the College's duty of care and child protection obligations apply equally to all younger students.
- 3.6. Curtin College has in place procedures to:
 - 3.6.1. Record and monitor accommodation arrangements on its Student Management System.
 - 3.6.2. Ensure the College is compliant with ESOS Act 2000 and the National Code regarding its cohort of international students.
 - 3.6.3. Monitor and report younger international students where they are deemed to be in breach of their visa conditions.
 - 3.6.4. Through a third-party provider, place international students in appropriate accommodation and care arrangements.
 - 3.6.5. Ensure that any third-party providers are screened and are regularly monitored.
 - 3.6.6. Provide well-being support for all younger students, domestic and international.
 - 3.6.7. Assist the student in making appropriate alternative arrangements and confirming these arrangements with the parents/legal guardians.
 - 3.6.8. Ensuring employees working with younger students have submitted a National Police Certificate, as required.
 - 3.6.9. 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 students' welfare arrangements.
- 3.7. Any exceptions to the above are to be approved by the College Director & Principal, upon recommendations from the Student Counsellor.
- 4 Approval of living arrangements for younger international students studying at Curtin College
- 4.1. The accommodation and welfare approval processes outlined in this section apply to international students under the age of 18 in accordance with migration and international education legislation.
- 4.2. For International Younger Students (Minors) Admissions Staff will require applicants and their parent or legal guardian to:
- complete and submit the necessary documentation relating to welfare and accommodation requirements, and
 - pay for Overseas Student Health Cover (OSHC) or provide evidence of and information pertaining to OSHC arranged by the Student's parents or legal guardian.
- 4.3. Curtin College will only issue Confirmation of Enrolments (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.
- 4.4. Curtin College will only approve the living arrangements if the student is living in one of the following arrangements:
- Living in Australia in an accommodation and welfare arrangement approved by the Department of Home Affairs (DHA) This option is for students living in Australia with a parent or a suitable relative as defined by the DHA ie. 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 21 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 in Australia under Welfare and Accommodation Arrangement approved by College:
 - Curtin College staff will obtain written confirmation from the approved Accommodation Provider (Australian Homestay Network or Talkabout Tours Australia) that appropriate accommodation arrangements have been made for the student. The relevant Accommodation Provider will provide Curtin College with updated details of when the student has been allocated accommodation.
 - Student/the parent or Legal Guardian to provide Curtin College staff with the International Student Alliance (ISA) agreement.
- 4.5. Curtin College will approve the living arrangements for a younger student when they have received completed documentation and is satisfied that the accommodation and welfare arrangements for the student are appropriate. Curtin College will then issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) at the time of issuing CoE. A CAAW will not be issued for students living with relatives. The CAAW must be approved and signed by the Admissions Manager and/or Director of Marketing & Admissions and/or College's Principal.
- Change of Accommodation – It is the responsibility of the Student/Parent/Legal Guardian/Relevant Accommodation Provider to contact the College for approval at least 10 working days prior to a change of accommodation or guardianship.

- 4.6. 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.

5 Obligations of the Student

- 5.1. All younger students are expected to comply with college policies, behavioural expectations and safety requirements appropriate to their age
- 5.2. International students under the age of 18 must abide by all relevant visa conditions.
- 5.3. Students must notify the College of any plans to go offshore during the course of their study.
- 5.4. Students are not able to change their living arrangements until their parent has advised the College in advance and the College has agreed with the change.

6 Approving arrangements for study period breaks

- 6.1. 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 at least 10 working days prior to end of study period if a change is being made.
- 6.2. The parents or legal custodian of the student are required to seek approval from the College for temporary arrangements. It is essential that the request for approval be submitted to the College at least 10 working days before the commencement of the temporary arrangement.
- 6.3. Curtin College reserves the right to refuse an application where it feels the student's wellbeing will be put at risk by the change.

7 Period of Curtin College Responsibility for Accommodation and Welfare Arrangements

- 7.1. 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.
- 7.2. Where a student does not commence study with Curtin University, their parents need to inform Curtin College of their intentions.
- 7.3. The College will maintain the CAAW care agreement until any of the following applies:
- Seven (7) days following the expiration date of the CoE.
 - 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.

8 Welfare and Accommodation Arrangements Obligations

This section applies to accommodation and welfare arrangements approved by Curtin College for international students under the age of 18. Broader safeguarding and child protection responsibilities are addressed elsewhere in this Procedure.

The obligations of the Student/ / Relative / Parent/Legal Guardian and any third-party accommodation provider are noted below.

8.1. The following processes are recorded in the College's Student Management System:

- 8.1.1. Curtin College will contact the relevant student/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.
- 8.1.2. It is the responsibility of the relevant student/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 regarding the younger student in their care.

9 Complaints regarding unsuitability of accommodation/welfare arrangements

- 9.1 Where a concern or disclosure relates to alleged abuse, neglect or gender-based violence involving a younger student, the matter will be managed as a child protection issue in accordance with legislative requirements and the Sexual Misconduct Prevention and Response Procedures and College's Critical Incident Management Process, and not solely as an accommodation or welfare complaint.
- 9.2 Where a complaint, concern or disclosure relates to alleged abuse, neglect or gender-based violence involving a younger student, the matter will be treated as a child protection concern and managed in accordance with legislative reporting requirements, rather than as a general accommodation or welfare complaint.
- 9.3 Younger students who are experiencing problems or have concerns about the suitability of their accommodation/welfare arrangements should inform the following:
 - 9.3.1. Relevant Accommodation Provider (International Students Only) – in the first instance, students who are not happy in their accommodation environment should contact the Student Counsellor or Student & Academic Services Officer
- 9.4 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.

10 Obligations of the College

- 10.1 Ensure notification to relevant State child protection authorities where required under the Children and Community Services Act 2004 (WA), in addition to any notifications to police, the Department of Home Affairs or other regulators.
- 10.2 Curtin College will ensure that staff working with younger students receive appropriate training to recognise and respond to child protection concerns, including gender-based violence involving minors.
- 10.2. Attendance Monitoring
 - 10.2.1. In cases where a younger student is missing classes the /Relative/ Accommodation Provider/Parent/Legal Guardian will be notified.

10.2.2. If a younger student cannot be located and there are concerns about their safety or wellbeing, the College will implement its documented Incident and Critical Incident Management Procedures. Actions may include contacting the students' parents and Immigration, 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.

11 Child Protection and Gender-Based Violence (GBV) Response

11.1 Curtin College recognises its obligations under the Children and Community Services Act 2004 (WA) in relation to the protection of minors.

11.2 Where a reasonable belief exists that a younger student is experiencing, or is at risk of experiencing, abuse, neglect or gender-based violence:

- the student's immediate safety takes precedence;
- mandatory reporting requirements must be met without delay; and

12 the matter must be escalated in accordance with the College's Incident and Critical Incident Management Procedure.

12.1 Staff must not independently investigate allegations of abuse or gender-based violence involving a minor.

13 Review

This Procedure is reviewed annually by the Student Counsellor and relevant parties, and any changes to the regulatory compliance requirements, legislation, regulation and guidelines.

This review process aims to ensure alignment to appropriate strategic direction and continued relevance to Navitas' current and planned operations.

14 Administrative procedures

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

14.2 Staff will be advised of updates to policies, guidelines and procedures via internal email.

15 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Procedure	Student Counsellor	Shared Drive, Website	Permanently	Archived once updated or reviewed

Curtin College Curfew

Unaccompanied Underage Students (Minors) who are living in Australia under welfare and accommodation arrangements approved by Curtin College will have a curfew of 10:00p.m. seven (7) days a week.

ISA Student Advocates - Process for Curfew Breach

When the accommodation provider notifies ISA the student has not signed in for Curfew, is not present in their room and are not answering their mobile phone, ISA will take the following actions:

1. Caregiver will attempt to communicate with student:

A: Student answers:

- Check student is safe and find out location and how the student will safely travel back to the accommodation.
- Notify accommodation provider student has been contacted and estimated time of return
- ISA to email provider and advise of circumstances

B: Student fails to answer:

- Ring parents and advise them of breach of the curfew and ISA is unable to contact the student.
- Request parents to attempt to contact their child and seek information of exact location of the student, how the student will travel safely back to accommodation and estimated time of arrival at accommodation, then update ISA staff.
- ISA to update accommodation provider student has been contacted and estimated time of return
- ISA to email provider and advise of circumstances

2. Caregiver or Parents unable to establish contact with student - Considerations:

- Does student have a history of curfew breach
- Is there a genuine concern for the safety and wellbeing of the student
- Contact provider 24Hr number discuss circumstances with provider after hours contact point
- Discuss with parents and provider after hours contact member if a missing person's report should be made to Western Australia Police
- Update ISA management

3. Process for reporting a missing person to Western Australia Police

Contact the police immediately if the whereabouts of someone is unknown and;

- You fear for their safety.
- You have concerns for their welfare.
- You do not need to wait 24 hours before making a report.
- Report a missing person: [Report a Missing Person Western Australia Police](#)
- At a police station
- By phone on 131 444

To assist with the investigation, provide as much information as possible including:

- When and where the person was last seen or heard from.
- A full description of the missing person.
- A recent photograph.
- Places the missing person likes to visit.
- Why they have gone missing, if known.
- Any urgent medical problems, requirements or medications they need.
- Any reasons for your concern about their safety or welfare.
- Names, addresses and phone numbers of friends and associates.
- Banking institution and social media details, if known.