



## POLICY: YOUNGER STUDENTS (UNDER 18)

POLICY NUMBER:	ADM021	VERSION:	6.3
DATE ADOPTED:	1 January 2013	DATE LAST REVIEWED:	11 July 2019
DATE OF NEXT REVIEW:	11 July 2021	REVIEW FREQUENCY:	Two years
AUTHORISED BY:	Chief Executive Officer	REVIEWED BY:	Chief Executive Officer
RESPONSIBLE FOR REVIEW:	Chief Executive Officer, Academic Dean, Marketing Executive		
REVIEW PROCESS:	Chief Executive Officer, Academic Dean, Marketing Executive		
DOCUMENT MANAGEMENT:	U:/Policies and Procedures		
COMMUNICATION	All relevant staff will be automatically notified by email when the reviewed policy has been authorized		
<b>Policy context:</b> This policy relates to:			
HE STANDARDS FRAMEWORK 2015	7.2; 7.3		
ESOS	5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7		
ELICOS	P2		
STANDARDS FOR RTO'S 2015	1.3, 1.7		
LEGISLATION OR OTHER REQUIREMENTS	Tertiary Education Quality and Standards Agency Act 2011 The Education Services for Overseas Students (ESOS) Act 2000 (National Code of Practice for Providers of Education and Training to Overseas Students 2018) ELICOS National Standards 2018 National Vocational Education and Training Regulator Act 2011		
OTHER POLICIES	Enrolment policy  Critical incident policy		



<b>FORMS AND OTHER DOCUMENTS</b>	<p>Under 18 Years of Age – Living Arrangements Form</p> <p>Under 18 Years of Age – Living Arrangements Checklist</p> <p>Student at Risk form</p> <p>Confirmation of Appropriate Accommodation/Welfare Arrangements letter (CAAW Letter)</p>
<b>KEY WORDS (META DATA)</b>	Students under the age of 18, younger students
<b>DEFINITIONS</b>	
<b>EVIDENCE</b>	Checklists, living arrangements forms, living arrangements checklists, student at risk forms

### ***Policy Information:***

<b>POLICY</b>	IIBT management and staff are committed to the protection and personal safety of international students under the age of 18 by providing appropriate accommodation, support and general welfare arrangements while they undertake their studies in Australia. As a provider, IIBT must meet Commonwealth, state and territory legislation and other regulatory requirements relating to child welfare and protection
<b>SCOPE</b>	This policy applies all international students under 18
<b>PROCEDURES</b>	<p>Students under 18 years of age applying for a student visa will need to provide confirmation of the arrangements that they have in place to assure appropriate accommodation and welfare for themselves. These arrangements must meet the requirements of the Australian Government and the Department of Home Affairs and this includes either:</p> <ul style="list-style-type: none"> <li>a) living with a parent or approved care-giver; or</li> <li>b) staying in approved homestay arrangement (provided by Australian Homestay Network)</li> </ul> <p>A minor who will be cared for by a parent, custodian or eligible relative over the age of 21 will be required to complete the Living Arrangements form and provide the completed form to Admissions with their acceptance to Offer documentation.</p> <p>Where IIBT takes on responsibility for approving the accommodation, support and general welfare arrangements (other than guardianship) for a student under the age of 18, it must:</p> <ul style="list-style-type: none"> <li>c) nominate the dates for which it accepts responsibility for approving the student's accommodation, support and general welfare arrangements and inform Immigration</li> </ul>

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- d) Ensure that any adults involved in or providing accommodation and welfare arrangements to the student have working with children clearances or equivalent
- e) Have a documented process for verifying that the student's accommodation is age-appropriate and suited to the student needs. This will be done in conjunction with Australia Homestay Network which provides homestay accommodation to minor students of IIBT, both prior to admission and at least every six months thereafter

IIBT will ensure that it provides age and culturally appropriate information to students under 18 years of age about:

- f) Who to contact in an emergency, including the contact number of a designated staff member
- g) Seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse

IIBT includes in its critical incident policy a process for managing emergency situations and when welfare arrangements are disrupted for student under 18 years of age.

IIBT will maintain up to date records of student contact details, including the contact details of students' parent (s), legal guardians or any adult responsible for students' welfare. If IIBT is unable to contact a student and has concerns for his or her welfare, it will make all reasonable efforts to locate the student, including notifying the police and any other relevant Commonwealth state or territory agents.

IIBT will inform Immigration within an appropriate timeframe in cases where:

- h) A Confirmation of Appropriate Accommodation and Welfare (CAAW) is no longer needed because a student will be cared for by a parent or relative approved by Immigration – as soon as practicable
- i) If it is no longer able to approve the student's welfare arrangements – within 24 hours. In this case, IIBT will also make all reasonable efforts to notify the student's parents or legal guardians
- j) a student has gone missing from the approved accommodation and cannot be contacted. With IIBT critical incident policy implemented and maximum efforts made, if, after a reasonable period, the student has not been found.

Where IIBT terminates, suspends or cancels the enrolment of an overseas student, it must continue to approve welfare arrangements for that student until the following applies:



- k) The student has alternative welfare arrangements approved by another registered provider
- l) Care of the student by a parent or nominated relative is approved by Immigration
- m) The student leaves Australia
- n) IIBT has notified Immigration that it is no longer able to approve the student's welfare arrangements (Standard 5.3.6) or that it has taken the required action after not being able to contact the student (Standard 5.5)

Where IIBT enrolls a student under 18 years of age who has welfare arrangements approved by another registered provider, IIBT will:

- o) Negotiate the transfer date for welfare arrangements with the releasing provider so that there is no gap
- p) Inform the student of their visa obligation to maintain their current welfare arrangements until the transfer date of have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect

IIBT has a documented policy and process for selecting, screening and monitoring any third parties engaged to organise and assess welfare and accommodation arrangements. The third party in this case is Australian Homestay Network.

### **Additional Measures provided by IIBT:**

#### **All students who are minors:**

- q) must attend regular meetings with their designated student support contact person to discuss any concerns or issues with their accommodation and/or academic progress.
- r) Must not make any changes to their accommodation and/or welfare arrangements without the permission of the Director International

#### **IIBT will:**

- s) Ensure lecturers/teachers submit a Student at Risk form when they feel an underage student requires intervention
- t) Liaise with carers and relatives where appropriate in regard to student welfare (by telephone, email, face to face, by post as appropriate)
- u) Liaise with parents and/or guardians in regard to any academic progress issues (by telephone, email, face to face, by post as appropriate)
- v) Provide parents and/or guardians with mid and end of course progress reports which are despatched to the home addresses of parents/guardians
- w) Ensure 24-hour contact is available to students under 18 years
- x) Hold regular meetings with under-aged students to discuss and



monitor general welfare

- y) Provide immediate follow-up of absenteeism of under-aged students
- z) Provide students with additional support in the case of complaints and appeal s processes. This may include providing students with simplified or translated documents and forms as required, appointing a support person to assist the student during the process, providing bilingual support as required, involving parents/guardians as required

Facilities and Operations for minors:

IIBT ensures the suitability of facilities and operations for minors by:

- aa) Providing a clean and safe venue for study
- bb) Ensuring the integrity of relevant staff through background checks
- cc) Monitoring the IT environment
- dd) Training teachers in suitable management and support of minors
- ee) Training teachers in the appropriate selection of topics and teaching strategies for mixed age cohorts

Agents and Partners:

IIBT is committed to ensuring the safe recruitment, transit and reception of under-aged students as well as their ongoing well-being and safety by providing agents/partners with the following:

- ff) Agent contract - requires agents and partners to be familiar with the National Code 2007 and in particular Standard 5
- gg) Compulsory certificates to be undertaken by new agents
- hh) Education Agent Training Course
- ii) <http://eatc.com/>
- jj) ISANA National Code Online Tutorial TEST
- kk) <http://www.isana.org.au/national-code-online-tutorial/>
- ll) IIBT Prospectus - Student Services section
- mm) \*IIBT Student Handbook provided in native language
- nn) Pre-departure Guide provided in native language
- oo) Younger Students (Under 18) Policy
- pp) Accommodation information
- qq) Under 18 Years student living arrangement form
- rr) AHN Briefing document



- ss) AHN fee schedule
- tt) AHN application form
- uu) Airport and transit
- vv) Agent training sessions
- ww) Bi-annual agent reviews

IIBT communicates in real time with agents/partners, parents, guardians in regard to updated travel arrangements for under-aged students so as to ensure efficient reception on orientation day. Full details about orientation are provided to the above groups in home language.

- Available in Mandarin only

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**END OF DOCUMENT**

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