

Younger Student Management Policy

Colleges of Business and Technology (WA) Pty Ltd

Trading as Curtin College, a member of Navitas Pty Limited

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Document

Document Name	Younger Student Management Policy
Brief Description	This policy describes the overarching principles for accommodating, supporting, and monitoring international students under the age of 18 enrolled at the College. Its purpose is to ensure adherence to Standard 5 of the Education Services for Overseas Students (ESOS) National Code 2018 and the regulations set forth by the Department of Home Affairs (HA) concerning younger students.
Responsibility	College Director and Principal
Initial Issue Date	October 2012

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
9 April 2024	V4.0	Policy reviewed in its entirety and placed into the new policy template format.	Student Counsellor College Director Student & Academic Services Manager

Related Documents

Name	Location
Critical Incident Management Process	Website and Shared Drive
Student Wellbeing, Counselling & Support Policy	Website
Younger Student Management Procedure	Website and Shared Drive

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1 Purpose and Scope

1.1 Introduction

This policy provides the operational guidelines for accommodation, support, monitoring, and risk prevention for all younger students enrolled at the College.

1.2 Purpose

The purpose of this policy is to provide guidelines relating to the management of international students under the age of 18 as required under the [National Code](#) and ESOS Act 2000.

1.3 Scope

This Policy applies to all current and prospective students under the age of 18 at Curtin Bentley Campus. 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 Policy Statement

Curtin College will accept responsibility for student's accommodation, support and general welfare arrangements from specified dates, calculated as follows: 7 days prior to the College's Orientation and until the student turns 18, withdraws from the College, transfers to another provider or articulates to Curtin University or for 7 days after the end date of the COE, whichever is earliest. Under circumstances deemed appropriate by the College, this responsibility may be extended as required.

- Where a student articulates to Curtin University and are still under 18 years of age, 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.

If the College is unable to reach a younger international student or has concerns about their well-being despite attempts to make contact, it will notify the appropriate authorities, including the police and relevant Commonwealth and State agencies, in accordance with standard 5.5 of the National Code 2018.

2.1 Monitoring of Younger Students

2.1.1 The College will undertake the following steps to ensure the wellbeing of younger students studying at the College:

- 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 5 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").
- The Student Counsellor in collaboration with the Student and Academic Services team 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;
 - 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.

- Contact / Relative / Homestay Placement Provider prior to any in study breaks to confirm provision of appropriate care arrangements during the non-study period.
 - Offer intervention strategies to students at risk to facilitate progress.
 - Alert College Management immediately to any potential or actual critical incidents involving younger students, including actual or alleged sexual, physical, or other abuse.
 - Report students to 'Department of Home Affairs' who are in breach of their visa conditions; confirm 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 / Relative / Homestay Placement Provider and relatives regarding younger 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.
- 2.1.2 College lecturers are asked to notify the Student Counsellor and/or 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, counselling, academic support or formal warnings.
- 2.1.3 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.
- 2.1.4 All matters relating to the management of younger students will be directed to the Student Counsellor or nominee.
- 2.1.5 Domestic and temporary residents will only be required to complete the Younger Students Welfare and Accommodation Approval Form (Minors Form).

2.2 Government Regulations

- 2.2.1 International students under 18 years of age must demonstrate to the Department of Home Affairs that they have the approval of a parent; legal custodian or to reside in Australia for the duration of the program in which they are enrolled, or until they become 18 years of age.
- 2.2.2 Where students under the age of 18 are not being cared for in Australia by a parent or suitable nominated relative, registered providers must ensure the arrangements made to protect the personal safety and social well-being of students are appropriate. Students who meet this criterion are required to stay in accommodation approved by Curtin College.
- 2.2.3 Department of Home Affairs defines 'suitable' relative as a person who is:
- a parent, spouse, de facto partner, grandparent, step-grandparent, brother, sister, aunt, uncle, niece, nephew, or a stepparent, stepbrother, stepsister, step-aunt, step-uncle, step niece or step nephew; and
 - nominated by a parent of the applicant or a person who has custody of the applicant; aged at least 21; and
 - of good character, and show this by providing a police clearance from the countries in which they have lived for more than 12 months in the past 10 years after the age of 16; and
 - an Australian citizen, permanent resident or be eligible to remain in Australia until the overseas student's visa expires or the overseas student turns 18 years of age (whichever happens first).

2.2.4 The Department of Home Affairs will assess the nominated arrangements according to the *Migration Regulations 1994* and, if approved, the parent, legal custodian or eligible relative will be the international student's '**nominated guardian**'. The registered provider is not involved and must not issue a 'Confirmation of Appropriate Accommodation and Welfare' (CAAW) letter.

2.2.5 Private accommodation and wellbeing arrangements without approval are not permitted for younger international students.

2.3 Curtin College Homestay and Approved Accommodation Arrangements

At the time of application, all international students who will be less than 17 years of age when they commence their studies, will be required to demonstrate to Curtin College that they will be living with:

- a Department of Home Affairs approved 'nominated guardian'. Where a student elects to take up this option a 'Confirmation of Appropriate Accommodation and Welfare Arrangements (CAAW) letter' is not provided by Curtin College.

At the time of application, all international students who will be between 17 and 18 years of age when they commence their studies, will be required to demonstrate to the College that they will be living with:

- a suitable relative aged at least 21 nominated by either the parent or the person having custody of them; or
- a home-stay family that has been approved by the College third party provider.

The College Director and Principal is responsible for selecting and appointing a homestay provider.

The Student Counsellor will be responsible for screening and monitoring the homestay provider in accordance with its relevant policies and procedures and will take place prior to the student residing in the accommodation and again at least every six months thereafter while the student is Under 18 and remains in the accommodation.

A third-party Homestay Provider appointed by the College will by 'Agreement' have and ensure relevant and currency of:

- Policies and procedures relating to Younger International Students that ensure compliance against standard 5 of the National Code 2018.
- Regular meetings (inclusive of reports) to review appropriateness of accommodation for meeting the needs of younger international students.
- A critical incident policy and procedure that ensures the College will be notified immediately (within 1 hour) should a student in accommodation become involved in a critical incident.
- Review the agreement annually or as required under the terms of the agreement.
- Maintain up to date details of homestay families and Younger Students and ensure access to resources as relevant to college staff.

3 Responsibilities

3.1 Line Managers inform new staff of this policy at induction where it is related to their duty statement.

3.2 The Student Counsellor is responsible for:

- Training all staff on this policy at least once per year.
- Advising younger students of their obligations and the requirements under this policy at Orientation.
- Monitoring the progress, wellbeing and accommodation of younger students.

3.3 Students will be informed about this policy at Orientation and via other means, including personal contact.

4 Compliance

4.1 General

Staff will be advised of updates to this policy and/or associated procedure via email and/or staff meetings.

4.2 Relevant Legislation

The [National Code](#) and [ESOS Act 2000](#) require the College to ensure appropriate accommodation and welfare arrangements are in place for international students under the age of 18. 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).

5 Definitions

Refer to the Glossary of Policy Terms on the Curtin College website.

6 Review

This Policy is reviewed by Student Counsellor every two years or if there are any changes to legislation, regulation and guidelines.

7 Records Management

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

Record type	Owner	Location	Retention	Disposal
Policy	College Director and Principal	Policy HUB	Permanently	Archived once updated or reviewed