

1. Policy

Students who want to study at Central Australian College **must be 18yrs of age or above** at the time of commencement of the course. Although Central Australian College will **not** enroll student under 18 years of age, this policy will be used in the future, if Central Australian College decides to take an enrolment of student below 18 yrs.

This policy/procedure supports ‘Standard 5 – Younger Students’ of the ‘National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007’ which states:

‘Where students under the age of 18 are not being cared for in Australia by a parent or suitable nominated relative, registered providers ensure the arrangements made to protect the personal safety and social well-being of those students are appropriate.’

This policy ensures that there are Welfare arrangements in place for any student under the age of 18. It requires that these arrangements are confirmed and formalised prior to enrolment and that the Department of Immigration & Citizenship (DIAC) are kept informed of any these arrangements and changes to the student’s arrangements via PRISMS. It also provides that a start and finish date is applied to the welfare arrangements.

These arrangements must be in place before any Student Visa’s will be granted by the Australian Government and support CAC’s commitment to maximising the safety and well-being of students under 18 at all times.

The responsibility of Students under the age of 18 as far as their accommodation, support and welfare needs are concerned will fall into one of three categories

1. While living in Australia a parent or legal guardian has custody of the student.
2. A nominated ‘suitable relative’ (as defined by DIAC) has been appointed by the parent or legal guardian for the period while studying in Australia.
3. CAC shall nominate an approved guardian for the duration of the program the student is enrolling

All students that are under the age of 18 and not in the care of a parent or legal guardian the student must have ‘Welfare Arrangements’ in place prior to their acceptance of enrolment. These ‘Welfare Arrangements’ include:

- a) nominated guardian
- b) suitable accommodation
- c) support and general welfare arrangements

DIAC requires students to have welfare arrangements in place when they apply for a visa.

2. Procedure

2.1. While living in Australia for study a parent or legal guardian has custody of the student

Yonger Students Policy V2.Docx	Version: 2	Page 1 of 3
Responsibility: CEO	Created: July 2013	Last Reviewed: July 2013

- Students may bring parent(s) legal Guardian of custodian to Australia on a *Student Guardian visa*.
- This is arranged by the student's parents / Guardian and the college has no involvement in this process other than the offer of enrolment via a CoE.
- Standard 5 - National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007 does not apply in these circumstances.

2.2. A nominated 'suitable relative' (as defined by DIAC) has been appointed by the parent or legal guardian for the period while the student is studying in Australia.

- *A 'suitable relative' as defined by DIAC as:*
 - *A grandparent, brother, sister, aunt, niece or nephew, or a step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step niece or step-nephew;*
 - *Nominated by a parent of the applicant or a person who has custody of the applicant;*
 - *Aged at least 21; or*
 - *Of good character.*
- Students may bring a 'suitable relative' to Australia on a *Student Guardian visa*
- Where the parents / legal guardian of a student under the age of 18 have identified a 'suitable relative' as the nominated guardian, Standard 5 - National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007 does not apply.
- Where the guardian is selected by the parents a written agreement of the Guardianship in Australia will need to be gained and kept on file. The agreement between the parents and the guardian will include a clear statement as to whether the guardian will report any incidents or accidents directly to the parents and CAC, or just to the designated RTO support officer (Student support officer), who will then make contact with the student's parents.

2.3. Where a parent / guardian or 'suitable relative' has not been established for the student.

- CAC **may** choose to assist with homestay etc. or make recommendations but they are **not obliged** to assist U18 students to locate appropriate accommodation. Where possible information on this. It is preferred that the Guardianship arrangements are organised by the parents and CAC will direct them to agencies that offer this type of service.
- Should neither a parent nor a suitable relative be in Australia to directly provide for the welfare of a student the Director of Studies shall decide whether CAC shall take, and the education provider accepts the student, the provider must approve suitable accommodation and welfare arrangements.
 - Before a student is admitted into a program, the designated RTO support officer (Student support officer) will ensure that the student has been placed in the care of a responsible guardian and that the student's parents have signed an agreement accepting the conditions of the guardianship. Guardians must advise the designated RTO support

Yonger Students Policy V2.Docx	Version: 2	Page 2 of 3
Responsibility: CEO	Created: July 2013	Last Reviewed: July 2013

officer of any change in circumstances during the time they are hosting the underage student.

- If CAC selects the guardian, it will ensure that the guardian meets the English Australia Best Practice Guidelines and ESOS requirements. The guardian will be interviewed and the premises will be inspected. (This is undertaken using the proforma available on PRISMS)
- If CAC selects the guardian, the student's parents will be informed of the full details of the guardian including:
 - o Guardian's full name, address, date of birth, contact details, occupation, details of any pets and services that they can provide (computer access, swimming pool etc)
 - o Any vacations or activities the guardian may have planned for the student
 - o Expectations that the guardian will have of the student
 - o "Working with Children" Suitability Card number

The guardian will be expected to liaise closely with CAC designated support officer on a regular basis to monitor student's progress so that parents can be kept informed.

- CAC is required to nominate dates and indicate initial approval of the arrangements in place, using the 'Confirmation of Appropriate Accommodation/Welfare Arrangements' (CAAW) letter. The nominated dates for which CAC will be responsible for approved accommodation arrangements for an under 18 student will be reported through the PRISMS reporting system. (DIAC will be advised in writing of the approval using the DIAC proforma letter available through the PRISMS reporting system.)
 - The minimum length of the approved accommodation, support and welfare arrangements will be a minimum of the length of the CoE plus seven days while the student is under the age of 18. There should be enough time for the student to arrive and depart prior and after the duration of the course.
- CAC will be required to advise DIAC through the PRISMS reporting system as soon as possible in the event that the under 18 year old student has changed his or her living arrangements or the living arrangements for the students are no longer approved by CAC.
 - Where CAC takes on the role of Guardian regular monitoring of general welfare will occur and be documented to ensure that the arrangements in place continue to provide appropriate accommodation, support and general welfare to the student. This monitoring will take the form of site visits and meetings with guardian and student at least once per semester.
 - Where a student in this situation of having an appointed guardian and is transferring 'in' or 'out' if CAC, the changes must be agreed upon to ensure the student has an appointed guardian or education provider to prevent a 'gap' period of the guardianship.
 - Any variances to arrangements must be reported to DIAC. This includes if the arrangements are no longer suitable to maintain the student's support and welfare. This may result in the student visa being cancelled so is last resort.
 - In the event of CAC terminating, suspending or cancelling a student's enrolment CAC is responsible for the student's welfare until another provider takes over responsibility, or the student leaves Australia, or other suitable arrangements are made.

Yonger Students Policy V2.Docx	Version: 2	Page 3 of 3
Responsibility: CEO	Created: July 2013	Last Reviewed: July 2013