## Policy: Younger Students (Under 18)

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<thead>
<tr>
<th>Policy Number:</th>
<th>AD021</th>
<th>Version:</th>
<th>6.0</th>
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<tbody>
<tr>
<td>Date Adopted:</td>
<td>1 January 2013</td>
<td>Date Last Reviewed:</td>
<td>23 May 2016</td>
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<tr>
<td>Date of Next Review:</td>
<td>23 May 2017</td>
<td>Review Frequency:</td>
<td>One year</td>
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<td>Authorised By:</td>
<td>Chief Executive Officer</td>
<td>Reviewed By:</td>
<td>Academic Director</td>
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<td>Responsible for Review:</td>
<td>Director International &amp; Campus Manager</td>
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<td>Review Process:</td>
<td>Director International &amp; Campus Manager</td>
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<td>Document Management:</td>
<td>U:/Policies and Procedures</td>
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<td>Communication</td>
<td>All relevant staff will be automatically notified by email when the reviewed policy has been authorized</td>
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### Policy Context:

This policy relates to:

- **HE Standards Framework 2011**: Chapter 1: 6.6, 6.7
- **ESOS**: 5.1, 5.2, 5.3
- **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 Vocational Education and Training Regulator Act 2011, ELICOS National Standards
- **Other Policies**: Enrolment policy
- **Forms and Other Documents**: Under 18 Years of Age – Living Arrangements Form, Under 18 Years of Age – Living Arrangements Checklist, Student at Risk form

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### Policy Information:

**Policy**  
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.

**Scope**  
This policy applies all international students under 18.

**Procedures**  
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 Department of Immigration and Border Protection and this includes either:

- living with a parent or approved care-giver; or
- staying in approved homestay arrangement (provided by Australian Homestay Network)

**All students who are minors:**

- must attend regular meetings with their designated student support contact person to discuss any concerns or issues with their accommodation and/or academic progress.
- must have in place accommodation arrangements which satisfy the requirements of IIBT and the Department of Immigration and Border Protection
- must be compliant with student visa regulations for minors until the age of 18.

**IIBT will:**

- Ensure lecturers/teachers submit a Student at Risk form when they feel the student requires intervention
- Liaise with carers and relatives where appropriate in regard to student welfare (by telephone, email, face to face, by post as appropriate)
- Liaise with parents and/or guardians in regard to any academic progress issues (by telephone, email, face to face, by post as appropriate)
- Provide parents and/or guardians with mid and end of course progress reports which are despatched to the home addresses of parents/guardians
- Ensure 24 hour contact is available to students under 18 years
- Hold regular meetings with under-aged students to discuss and monitor general welfare
- Provide immediate follow-up of absenteeism of under-aged students
- Provide students with additional support in the case of complaints and appeal 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

Accommodation requirements for students who are minors

A minor is required to:
- Live with a parent, custodian or eligible relative over the age of 21, or an approved care-giver as nominated by a parent. If a student intends living with a parent or nominated eligible relative over the age of 21, these arrangements must be approved by the Department of Immigration and Border Protection (DIBP) when applying for a student visa; or
- Where a minor is not being cared for in Australia by a parent or suitable nominated relative, IIBT is required to have documented procedures in place to check whether the student’s accommodation, support and general welfare arrangements are acceptable. If the arrangements change and are no longer acceptable, IIBT is required to advise DIBP as soon as possible.
- Homestay accommodation arrangements are outsourced to Australian Homestay Network.
- 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.
- A minor who changes their accommodation and welfare arrangements without seeking prior approval from the Director International will be considered to have failed to comply with IIBT’s procedures.
- Where IIBT cancels the enrolment of a student, IIBT must continue to check the suitability of arrangements for that student until:
  a) the student is accepted by another registered provider and that registered provider takes over responsibility for approving the students’ accommodation, support and welfare arrangements.
  b) the student leaves Australia
  c) other suitable arrangements that satisfy the Migration Regulations, or
  d) the registered provider reports under Standard 5.1d that it can no
Facilities and Operations for minors:

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

- Providing a clean and safe venue for study
- Ensuring the integrity of relevant staff through background checks
- Monitoring the IT environment
- Training teachers in suitable management and support of minors
- 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:

- Agent contract - requires agents and partners to be familiar with the National Code 2007 and in particular Standard 5
- Compulsory certificates to be undertaken by new agents
- Education Agent Training Course
  - http://eatc.com/
  - ISANA National Code Online Tutorial TEST
- IIBT Prospectus - Student Services section
- IIBT Student Handbook provided in native language
- Pre-departure Guide provided in native language
- Younger Students (Under 18) Policy
- Accommodation information
  - Under 18 Years student living arrangement form
  - AHN Briefing document
  - AHN fee schedule
  - AHN application form
  - Airport and transit
- Agent training sessions
- 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.