

## YOUNGER INTERNATIONAL STUDENTS POLICY

RTO No. 31270  
Cricos No. 02754G

<b>Policy Name:</b>	Younger International Students
<b>Policy Number:</b>	5-CRICOS-2011
<b>Current Version:</b>	05 – 01/07/14
<b>Next Revision Date:</b>	July 2015
<b>Purpose:</b>	This policy has been developed to meet the requirements of the National Code 2007 Standard 5, where students under the age of 18 are not being cared for in Australia by a parent or suitable nominated relative, the PGA International Golf Institute (PGA IGI) must ensure compliance to our duty of care and DIBP/CRICOS standards for the provision of accommodation, support and general welfare of the student.
<b>Scope:</b>	Students who are under 18 years of age and staff responsible for managing this policy.
<b>Exceptions:</b>	International students over 18 years of age.
<b>Policy Owner:</b>	Student Services & Administration Coordinator
<b>Related policies and legislation:</b>	<ul style="list-style-type: none"> <li>• Education Services for Overseas Students (ESOS) Act 2000 (<a href="https://www.aei.gov.au/ESOS">https://www.aei.gov.au/ESOS</a>)</li> <li>• The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (<a href="https://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Documents/National_Code_2007_pdf.pdf">https://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Documents/National_Code_2007_pdf.pdf</a>)</li> <li>• For further detailed information on the legislative requirements in the National Code 2007, see National Code Explanatory Guide ( <a href="https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx">https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx</a>)</li> </ul>
<b>Internal procedures guided by this policy:</b>	N/A
<b>Published Location</b>	Y:\Administration - Compliance\Policy & Procedure - Master File

## Revision History

<b>Revision Date:</b>	<b>Status: (Draft/Final)</b>	<b>Summary of Changes</b>	<b>Prepared/Approved By:</b>	<b>Revision #:</b>
03/02/2011	Draft	Formatting	Institute Coordinator	01
07/04/2011	Final	Formatting	Institute Coordinator	02
18/05/2011	Final	Re-write policy with reference to accepting International students under the age of 18.	Institute Coordinator	03
09/02/2012	Final	Change policy owner	Dean & Executive Office	04
01/07/14	Draft	Update weblinks and staff titles, added definition of Homestay to Glossary	Systems Administrator/Dean and Executive Officer	05

## Glossary of Terms/Definitions

<b>CAAW</b>	Confirmation of Appropriate Accommodation and Welfare.
<b>CRICOS</b>	Commonwealth Register of Institutions and Courses for Overseas Students.
<b>DeptEd</b>	Department of Education.
<b>DIBP</b>	Department of Immigration and Border Protection
<b>ESOS</b>	Education Service for Overseas Students.
<b>Homestay</b>	The Australian Homestay Network
<b>PGA IGI</b>	PGA International Golf Institute.
<b>PRISMS</b>	Provider Registration and International Students Management System (PRISMS). This site provides Australian education providers with the Confirmation-of-Enrolment (CoE) facilities required for compliance with the Education Services for Overseas Students (ESOS) Legislation.
<b>SCO</b>	Student Contact Officer. An employee(s) of the registered provider deemed to have an appropriate level of skill, knowledge and expertise who is able to provide advice to overseas students on a range of matters.

## Procedure Measures

<b>Procedure Measures</b>	<b>Target</b>
Compliance with the National Code in relation to recruiting and enrolling students under the age of 18.	100%

## Distribution

All Directors  
All Staff  
All International Students

## **INTRODUCTION**

This policy has been developed to meet the requirements of the National Code Standard 5, where a student under the age of 18 and is not being cared for in Australia by a parent/guardian or suitable nominated relative, the PGA International Golf Institute (PGA IGI) must ensure compliance to its duty of care and DIBP/CRICOS requirements for the provision of accommodation, support and general welfare for the student.

### **1.0 Student Care**

International students under the age of 18 studying on a student visa are required to obtain approval that appropriate arrangements have been made for their accommodation, support and general welfare during their stay in Australia until they turn 18.

### **2.0 Confirmation of Appropriate Accommodation and Welfare (CAAW)**

The PGA IGI is required to confirm to DIBP (Department of Immigration and Border Protection) that appropriate arrangements are in place by completing a declaration called the Confirmation of Appropriate Accommodation and Welfare (CAAW), using the DIBP pro forma letter available through PRISMS, which is to be submitted by the student as part of the visa application; and advise DIBP in writing of the approval using the DIBP pro forma letter available through PRISMS.

By default, the PGA IGI will approve the welfare of students who are enrolled in a course offered by the PGA IGI as covered by the period of the Confirmation of Enrolment (CoE) plus 7 days or until they turn 18 years of age, using the DIBP pro forma letter available through PRISMS unless requested otherwise.

### **3.0 Students on Multiple Visas and Visa Gap Periods**

For students with a student visa that covers multiple courses, it is the student's responsibility to ensure that he or she has adequate welfare arrangements in place during any gap period between courses when students are not officially enrolled with any providers. Where possible, if the PGA IGI delivers courses as part of a package of courses, the PGA IGI will communicate with other providers about sharing responsibility for approving accommodation, support and general welfare arrangements for the students to ensure any gap period is covered by the PGA IGI or the other providers involved in delivering the package of courses. The PGA IGI will approve the welfare of students as covered by the period of the Confirmation of enrolment (CoE) based on the agreed date with the other providers using the DIBP pro forma letter available through PRISMS.

### **4.0 Options for Guardianship and Homestay**

Parents/legal custodian/s must nominate one of two options for a student before the PGA IGI completes the CAAW declaration.

#### **4.1 Option 1**

Parents/legal custodian/s nominate for the student to live in an approved Homestay. If Option 1 is selected, the PGA IGI will organise a homestay family for the student. The Homestay host will be interviewed and accommodation inspected and selected by the PGA IGI or Homestay Agency prior to the student moving into the accommodation. If a Homestay agency is used to find accommodation, then they will provide the PGA IGI with a family profile prior to final approval. The PGA IGI will also conduct independent random checks and visits with the Homestay host during student placements every 3 months or as required.

#### **4.2 Option 2**

Parent or guardian nominates for the student to live with a relative/family friend over the age 21 and parents/legal custodians nominate for that person to act as the primary care-giver for the person under 18 years of age.

If option 2 is selected, the parent/guardian can nominate a relative/family friend for the student to live with and act as the approved carer. The person needs to complete a PGA IGI Guardianship Declaration form which acts as an agreement with the PGA IGI. The nominee/care giver must:

- Be over the age of 21 and live in the state where the student is enrolled.
- Agree to accept the responsibility to act as the primary care-giver for the above student and ensure that the student resides with him/her until student turns 18.
- Understand that as the care-giver is responsible for the general well-being and welfare while the student is under the age of 18 and studying in Australia.
- Agree to contact the PGA IGI on the same day if the student is not able to attend class and within 1 working day if the student does not return home overnight.
- Agree to maintain contact with the student's parents and PGA IGI on a regular basis, at least every 4 weeks.
- Liaise with PGA IGI as required to ensure the student understand and abides by the rules and regulations of the PGA IGI and the requirements of the student's visa conditions.
- Ensure the accommodation provided for the student is appropriate and agree for the PGA IGI nominated staff member to visit the accommodation to ensure that the PGA IGI is satisfied with the arrangement prior to the student's arrival and during the student's stay at least once every 3 months or as required.
- Agree to inform the PGA IGI within two working days if any change in contact details.
- Understand that the PGA IGI has the right to cancel the arrangement and transfer the student to another appropriate carer/accommodation at any time in the best interests and welfare of the student.

## **5.0 PGA IGI Student Contact Officers - Welfare**

Once a student commences the course the PGA IGI will continue to monitor the suitability of the welfare arrangements for the student until the student turns 18 (when the CAWW period ceases). Scheduled interviews will be conducted by the Student Contact Officer to ensure they are complying with all requirements. The student will have scheduled meetings with the SCO to discuss any issues of concern with homestay arrangements.

## **6.0 Notification of Change or Cancellation to Accommodation/Carer**

The PGA IGI has the right to cancel the arrangement and transfer the student to other accommodation at any time if this is considered to be in the best interest of the student and the PGA IGI will advise DIBP using the DIBP pro forma letter via PRISMS of any change taking place (within 2 days).

Before the student commences the course, it is the parent/guardian responsibility to inform the PGA IGI of any changes to the above arrangement. After course commencement the parent/guardian must apply in writing for to the PGA IGI for approval to have any changes to the welfare arrangement. The PGA IGI will advise DIBP within 5 working days in the event that a change of welfare arrangement has occurred.

If a student transfers to another provider or withdraws from the course before the actual finish date according to the student's eCOE while they are under 18 year of age, the PGA IGI will report under National Code Standard 5.1.d that it can no longer approve of the arrangements for the student according to the PGA IGI's Cancellation of Enrolment or Transfer Policy. If the PGA IGI suspends or cancels the enrolment of a student, the PGA IGI must continue to check the suitability of arrangements for that student until:

- The student is accepted by another registered provider and that registered provider takes over responsibility for approving the student's accommodation, support and general welfare arrangements.
- The student leaves Australia.
- Other suitable arrangements are made that satisfy the Migration Regulations, or
- The PGA IGI reports under Standard 5.1d that it can no longer approve of the arrangements for the student.

The required evidence is:

- An eCOE issued by the new registered provider confirming that it takes over responsibility for approving the student's accommodation, support and general welfare arrangements.
- An airline ticket and letter from parents confirming student is leaving Australia permanently, or
- Any relevant documentation that prove that other suitable arrangements are made that satisfy the Migration Regulations.

## **7.0 Non Approved Accommodation or Changes**

In the event that an under 18 student has changed his or her living arrangements is found not living in an approved accommodation, the PGA IGI will initiate the actions below:

- The parent/guardian will be notified in writing and requested to make an alternative suitable arrangement in 5 working days from the date of receipt of the letter. The parent/guardian will be advised that the PGA IGI can organise a Homestay if they cannot make an alternative suitable arrangement in the required timeframes.
- If no action is taken by the parent/guardian within the required timeframe a letter of intention to report for non-approval of welfare and living arrangement will be sent to the parent/guardian and student.
- PGA IGI will report the non-approval to DIBP via PRISMS as soon as possible.

## **8.0 STUDENT MISSING FROM HOMESTAY ACCOMODATION OR APPROVED CARER**

### **8.1 Student missing from Homestay**

Where a student is missing from their Homestay accommodation and cannot be contacted, it is the responsibility of the Homestay host to inform the PGA IGI within 1 working day. The PGA IGI will implement its Critical Incident Policy and inform the student's parents and place a missing person report with police if requested by the parent/guardian, and when a student does not contact the parents/guardian/PGA IGI within 3 working days. The PGA IGI will report under The National Code Standard that it can no longer approve of the arrangements for the student in such circumstances.

### **8.2 Student Missing from Carer**

Where a student is missing from the approved carer's accommodation and cannot be contacted, it is the carer's responsibility to inform the PGA IGI within 1 working day as stated on the agreement. The PGA IGI will implement its Critical Incident Policy and inform the student's parents and place a missing person report with police if requested by the parent/guardian and when the student does not contact the parents/guardian/PGA IGI within 3 working days. The PGA IGI will report under the National Code that it can no longer approve of the arrangements for the student in such circumstances.

**This policy will be reviewed annually and revision history updated.**