

Policy and Procedure: Managing the Welfare of International Students Under 18

SYDNEY

1 Foveaux Street Surry Hills NSW 2010
T +61 (2) 9219 5444 F +61 (2) 9219 5454
E enquiries@aim.edu.au

MELBOURNE

120 King Street Melbourne VIC 3000
T +61 (3) 8610 4222 F +61 (2) 9219 5454
E enquiries@aim.edu.au

AIM.EDU.AU

ABN 89 003 261 112
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Title	Managing the Welfare of International Students Under 18			
P&P Version	Approved by	Approval date	Effective date	Next review
4.0	CEO (Interim approval granted)	06 March 2018	06 March 2018	March 2019
4.0	Board of Directors	15 March 2018	06 March 2018	March 2019
1. Policy Statement				
Authority	The Australian Institute of Music Limited (AIM), known as 'the Institute', is governed by the Board of Directors (BoD) with academic authority delegated to the Academic Board (AB). The BoD and AB share joint responsibility for ensuring that all general and academic policies and procedures follow 'best practice' principles for Higher Education and other sectors of educational delivery, in compliance with relevant Australian legislation and current regulatory requirements.			
Application	This policy and procedure applies to Quality Assured (QA) delivery of accredited AIM programs offered at the Sydney and Melbourne campuses. If applicable, this policy and procedure will also apply in future, wherever QA AIM programs are approved for delivery elsewhere in Australia or overseas.			
Purpose	This document outlines the arrangements made to protect the wellbeing of international students under 18 years of age, including guardian and homestay arrangements. AIM undertakes to ensure that each international student under 18 years of age is living in suitable accommodation, under the direct care of an approved guardian.			
Scope	This policy and procedure applies to all international students under the age of 18 enrolled at the Australian Institute of Music in either the senior secondary school and higher education sector.			
Coverage	This policy and procedure applies to all AIM programs offered at the Sydney and Melbourne campuses.			
Special Conditions or Exceptions	N/A			
2. Procedures				
Implementation	<p>The <i>Managing the Welfare of international Students Under 18 Policy and Procedure</i> relates to any student who is under the age of 18 and wishes to enrol in an AIM program of study.</p> <p>To have a visa approved for those students who are under 18 years of age, and not being cared for in Australia by a parent or suitable nominated relative approved by the Department of Home Affairs (DHA), the Principal (or delegate) must sign a <i>Confirmation of Appropriate Accommodation and Welfare</i> (CAAW) letter for the student and submit it to the DHA via PRISMS</p>			

Policy and Procedure:

Managing the Welfare of International Students Under 18

	<p>The minimum length of the approved accommodation, support and welfare arrangements will be a minimum of the length of the eCOE while the student is under the age of 18.</p> <p>Living with a Parent of a Close Relative When a parent or legal guardian nominates a close family relative to act in the role of guardian and Homestay provider, the parent or legal guardian must supply to AIM the following details before the enrolment can be approved by the Registrar, Principal or delegate:</p> <ul style="list-style-type: none"> • A signed statement from the parent or legal guardian detailing the relationship of the student to the nominated relative. • A completed <i>Under 18 International Student Contact Information Form</i> • A statement detailing the relationship of the nominated guardian to the student • The Language(s) that will be spoken at home. <p>The Guardian Before enrolment can be completed, the Principal (or delegate) must ensure that the student has a nominated guardian and that he/she is at least 21 years of age, understands their obligations and has correctly supplied contact details including an emergency contact number. Before confirming the enrolment, the Principal (or delegate) will ensure that the guardian:</p> <ul style="list-style-type: none"> • Completes a <i>Guardian Agreement</i> • Has undertaken a satisfactory <i>Work With Children Background Check</i> and is informed of his/her obligations under child protection legislation including Children and Young Persons (Care and protection) Act 1998 NSW, Child Protection (Working with Children) Act 2012 and the Ombudsman Act 1974 • Provides proof that he or she is at least 21 years old. • Reside at the same address as the listed Homestay. • Agrees to up to 2 Guardian interviews with the Principal (or delegate) during the period of enrolment. • Provides for the general welfare of the student including providing at least 2 meals per day; providing a recreational area and recreational activities; providing opportunities for regular social activities; provides an orientation to the accommodation including a tour of the local surrounds and providing information on public transport options, medical facilities and shopping. • Agrees to contact AIM immediately if they are concerned about the general wellbeing of the student at any time. • Liaises directly with the parents or legal guardian and keep them updated on the progress of the student. <p>AIM expects the guardian to be responsible for:</p> <ul style="list-style-type: none"> • Attending parent/teacher scheduled interviews and other interviews where requested by AIM • Welfare, discipline, academic progress and accommodation • Maintaining regular contact with AIM regarding the student's welfare and progress • Being the point of contact at all times for AIM • Arranging the student's accommodation, activities and travel during school holidays • Ensuring the student receives proper medical attention if needed in consultation with parents and AIM where appropriate • Maintaining regular contact with the parents regarding the student's welfare and progress. • Ensuring the student's whereabouts are known at all times.
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Policy and Procedure: Managing the Welfare of International Students Under 18

- Ensuring that the student holds a current passport and visa and will arrange extension or renewal if required.

Monitoring Guardian Arrangements

AIM will monitor guardian arrangements as follows:

- Meet with the nominated guardian twice per enrolment period to discuss the progress of the student. This will be completed in person.
- Meet with the student twice per enrolment period.
- Review the Guardian arrangements each enrolment period.
- Record all interactions in Paradigm

Accommodation Providers (homestay guardians) are expected to pass on any concerns to the Principal (or delegate) who will follow these up in a timely manner. This may include counseling the student and making any necessary referrals and/or arrange intervention actions as appropriate.

Accommodation

AIM does not endorse or recommend any accommodation or homestay providers. For more information visit the NSW Department of Education, [DE International Website](#).

Assessing the Accommodation (Homestays)

Before AIM accepts an enrolment of an international student under 18, the Principal (or delegate) must be satisfied that the accommodation (Homestay) is appropriate. The Principal (or delegate) will ensure the appropriateness of the accommodation by inspecting the premises and completing the *Homestay Inspection Checklist*. During the inspection, the Principal (or delegate) will ensure that:

- All adults residing in the accommodation have satisfactorily completed a *Working with Children's Check*.
- That the accommodation is generally clean and appropriate for student housing, including having suitable bathroom, laundry and kitchen facilities
- The accommodation has a process for providing 2 meals per day.

Monitoring the Homestay

The Principal (or delegate) is responsible for ensuring that the approved accommodation remains appropriate at all times and will:

- Monitor the Homestay by reserving the right to carry out one further inspection of the accommodation at a suitable point during the enrolment period.
- Interview the student on 2 occasions during the enrolment period and complete a *Student Welfare Interview Form*.
- Interview the guardian on 2 occasions during the enrolment period and complete a *Student Welfare Interview Form*.
- Review the Homestay every 6 months.
- Inform parents or legal guardians immediately, if there are any concerns or matters about the ongoing wellbeing or safety of the international student.

Returning Home for the Holidays

It is the responsibility of the Principal (or delegate) to ensure that living/welfare arrangements are adhered to during the holiday periods. If the student is returning to the home country, confirmation from the parents is required. This can be via email.

Changing the Welfare Arrangements

It is the responsibility of the Principal (or delegate) to inform students who have not attained 18 years of age by the end of their course, that in the case of suspending

Policy and Procedure: Managing the Welfare of International Students Under 18

or cancelling the student's enrolment, the welfare arrangements listed in this policy remain in place until:

- The student is accepted by another registered provider who takes over this responsibility
- The student leaves Australia
- Other suitable arrangements are made that satisfy the Migration Regulations 1994
- AIM reports that it can no longer approve of the arrangements for the student.

Failure to Comply

If the student does not comply with the rules of their accommodation, the Principal (or delegate) may be contacted by the Guardian. The Principal (or delegate) will speak with the student, discuss the problem and reiterate the rules. The Principal (or delegate) will explain that if they breach the rules again they understand that their enrolment may be cancelled and DHA will be notified of Non-Approval of Accommodation/Welfare Arrangements. The student will be reminded of their expectations as per the *Student Code of Conduct*

Emergency Contact

In the event that the student has an emergency or is seeking assistance in reporting any incident or allegation involving actual or alleged sexual, physical or other abuse, the student should contact the following:

- Principal (AIM Senior Secondary College) (02 9219 5411 or 0481 239 178)
- Deputy Director of Academic Affairs (437 764 241)
- Student Wellbeing (02 9219 5403)
- Emergency Services (000)

Critical Incident

In the event of a critical incident, students under the age of 18 will have their welfare arrangements monitored by the Registrar, Principal or delegate. The Parents/Guardian will be contacted, and if necessary, the Principal (or delegate) will organise appropriate changes to welfare arrangements. For more information, see *Critical Incident and Emergency Policy and Procedure*.

Transfer from Another Provider

If AIM as the registered provider enrolls a student under 18 years of age who has welfare arrangements approved by another registered provider, AIM will:

- negotiate the transfer date for welfare arrangements with the releasing registered provider to ensure there is no gap
- inform the student of their visa obligation to maintain their current welfare arrangements until the transfer date, or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect.

Cancelling the Student Enrolment

If AIM cancels or suspends the enrollment of the international student, AIM will continue to approve the living arrangement of that student until any of the following applies:

- 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; or,
- Care of the student by a parent or nominated relative is approved by Department of Home Affairs
- The student leaves Australia; or,
- Other suitable arrangements are made that satisfy the migration

Policy and Procedure: Managing the Welfare of International Students Under 18

	<p>regulations; or,</p> <ul style="list-style-type: none"> The registered provider reports to Immigration that it can no longer approve of the arrangements for the student. <p>Internet Access Permission for Students Under 18 Federal Government Legislation restricts internet services for individuals under 18 years of age. This legislation prohibits AIM from obtaining full Internet access for students under the age of 18 without written permission by a parent and/or guardian. Details of this legislation are available from the Australian Communications and Media Authority Website.</p> <p>To obtain Internet access for individuals under 18 years of age, a letter of confirmation must be obtained from the parent and/or legal guardian.</p>
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Contextual Considerations	Nil
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3. Flowchart – Showing process and decision points (pending)

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4. Accountabilities

Policy and Procedure: Managing the Welfare of International Students Under 18

Responsible Officer	Director of Quality, Planning and Registration: policy owner.
Contact Officer	Principal: responsible for the welfare of international students under the age of 18 and are made aware of their legislative responsibilities through regular training sessions, and seminars and staff meetings. Deputy Director of Academic Affairs and Student Wellbeing Team Leader: emergency contacts

5. Supporting Information	
Legislative Compliance	This Policy & Procedure supports AIM's compliance with the following legislation: <ul style="list-style-type: none"> • Child Protection (Working with Children) Act 2012 • Children and Young Persons (Care and protection) Act 1998 NSW • Education Services for Overseas Students Act 2000 (ESOS) • Education Services for Overseas Students Regulations 2001 • National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code) • Migration Regulations 1994 • Ombudsman Act 1974
Supporting Documents	<i>Confirmation of Appropriate Accommodation and Welfare Guardian Agreement Student Welfare Interview Form Under 18 International Student Contact Information Form</i>
Related Documents	<i>Student Code of Conduct</i>
Superseded Documents	Nil
File Location	SharePoint/Quality/Policy and Procedures
6. Definitions and Acronyms	
AIM referred to as the 'Institute'	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C; RTO: 90465.
Critical Incident	Any situation faced by AIM staff or students that causes them to experience unusually strong emotional reactions which have the potential to interfere with their mental and physical state and their ability to perform either at the scene or later.
International student	A student who is not a domestic student, and who may hold a student visa and is protected by the ESOS legislative framework.

7. Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
4.0	Board of Directors	15 March 2018	06 March 2018	Updated in line with the updates to the National Code 2018; included 24hr contact details for emergencies; updated responsibilities; include section on Internet access for Under 18's