

ACCOMMODATION POLICY AND PROCEDURE

1. Policy Purpose

- 1.1. DNA Kingston Training can assist students with accommodation arrangements, if required. These include:
- **Homestay:** Stay with a family or single adult. Single room plus breakfast and dinner, with all meals at weekends.
 - **Private Room:** The same as Homestay, but no meals are provided.
 - **Hostel Single:** rooms, with shared kitchen and bathroom. Optional cooked meals.
 - **Homestay with Carer:** this is the same as Homestay however the Homestay family will also act the local carer for the student and is authorized by the student's family to act as a "guardian" whilst student is under 18 years of age.
- 1.2. The Homestay Coordinator will place students in accommodation according to their request. Prices vary for each style of accommodation.

2. Policy Scope

- 2.1. This policy applies to all enrolled students. The policy supports students in finding accommodation arrangements during their enrolment at DNA Kingston Training.
- Australian Home Stay Network (AHN) is our preferred provider that we work with for homestay when required.

3. Procedure

3.1. Homestay Family Registration

Families who wish to offer accommodation to DNA Kingston Training students complete the Host Application Form.

On receipt of Host Application Form the Homestay coordinator will schedule an appointment with the family to view the facilities and discuss their obligations as a host family (see Host Family Charter).

If the family meets the requirements of the College to be a Homestay provider they are added to the College's database.

3.2. Placing Student with Family – Homestay

Step 1 Confirm the style of accommodation the student wants from the accommodation application form.

Step 2 Search database and find suitable family or Home Stay Company

Step 3 Contact the family to check if they are able to have the student for the dates specified. If not return to step 2

Step 4 Send Homestay family confirmation letter confirming all the student's details. And the Host Family Confirmation to the student outlining all the family's details.

Step 5 Update the database to reflect the placement.

3.3. Registering with DNA Kingston as a Carer

Complete Homestay with Carer Application Form; ensure family has a copy of the Residential Local Carer's Agreement, as they will be required to sign this agreement before we will place a student with them.

On receipt of completed form the Homestay coordinator will schedule an appointment with the family to view the facilities and discuss their obligations as a Carer (see Host Family Charter and Residential Local Carer Agreement).

If the family meets the requirements of the College to be a Carer they are added to the College's database.

3.4. Placing Student with Carer

Step 1 Review list of approved Carer's.

Step 2 Contact a suitable family and check if they are able to host a student for the dates specified. If not - return to step 1.

Step 3 Ensure we have a police clearance on file for each member of the family that is no more than 6 months old. Obtain consent from the family to search the Family and Children's Services Register.

If the family has not been visited by the College in the last six (6) months or any of the details submitted as part of the application form have changed, they will need to be revisited by the Homestay coordinator and may need to re-submit the application form.

Should the family not be able to obtain clearances or their circumstances have changed and they no longer meet the requirements of the College return to step 1.

Step 4 Discuss with student's parent/guardian possible placement, if they are satisfied finalize placement if not return to step 1.

Step 5 Print a copy of the Residential Local Carer's Agreement including specific details of the placement. Ensure agreement is signed by all parties. Ensure all parties received copy of agreement.

Step 6 Send Carer confirmation of placement letter

4. Information for Students

4.1. DNA Kingston Training can arrange to pick you up from the airport and arrange accommodation for you to stay in Homestay. Once you are settled further arrangements can be made for a variety of student accommodation to suit your budget and needs.

4.2. DNA Kingston Training has preferred supplier relations who specialise in student accommodation, including Homestay accommodation.

4.3. Large numbers of modern properties are available for rent which are within close proximity to the campus. These are modern, well-equipped houses and apartments which are available, including shared and single accommodation.

- 4.4. We work with experienced providers of Homestay accommodation (AHN) for international students. Homestay is where you live with an Australian family for all or part of your study period. It is a great opportunity for you to learn conversational English, and experience first-hand the friendly Western Australian lifestyle and culture.
- 4.5. Single or shared rooms are available. Meals are usually included, but cheaper self-catering Homestay is available. As you will be living in someone else's home, you will be expected to clean up after yourself, especially in shared areas.
- 4.6. Forms are available from Head Office in Belmont admin@dnakingstontraining.edu.au

5. Rent a house or apartment privately

- 5.1. If you want to be independent, you can rent a property and share living expenses with other students or friends. Rental properties are advertised on the Real Estate Institute of Western Australia (REIWA) or Real Estate website and in Perth's local newspapers.
- 5.2. As most properties are unfurnished, you will need to purchase electrical items, furniture, bedding and kitchen utensils. You will also need to pay four weeks rent up front (known as a bond) as well as cover costs for connecting the electricity, gas and telephone land line.
- 5.3. If you cannot afford the up front costs of renting a property, you may want to consider renting a room. Students and families often rent furnished spare rooms within their established homes.

6. Youth Hostels

- 6.1. Hostels are either privately-owned or run by organisations such as [Youth Hostels Australia \(YHA\)](#). Single and shared rooms are available, with communal kitchen and bathroom facilities for short term accommodation.

7. Private Accommodation - Home Stay.


- 7.1. All Home Stay Providers have:
 - Federal Police Clearance.
 - Rooms are fully furnished.
 - 3 Meals can be provided daily.
 - Close to public transport Cost of home stay accommodation is approx \$54 a day, \$325 a week.

* Subject to change with recent increases in 2022, this is only a guide.

If you have Relatives or Friends in Australia you would like to accommodate with, Students are required to provide their full details for our records. We will need to ensure they are appropriately situated and conditioned for your stay in Australia and your learning throughout the year.

8. Administration

- 8.1. This policy and related documentation is accessible by students on the DNA Kingston Training website.
- 8.2. Staff will be advised of this policy and related procedures via email and staff information sessions.

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| Kingston Training and Employment Pty Ltd | |
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| Provider No: 6811 CRICOS Provider No: 02899B | |
| Policy Title | Accommodation Policy and Procedure |
| Policy Renewal | Every 2 years |
| Responsibility | College Manager |

Record of updates and changes

| Version No. | Issue Date | Nature of Amendment |
|-------------|------------|--|
| Version 04 | July 2015 | Changes to format & Updated government departments |
| Version 05 | March 2018 | Homestay Network |
| Version 06 | March 2019 | Reviewed to new National Code requirements AHN |
| Version 07 | July 2020 | General review with costs |
| Version 08 | June 2022 | Review with increase in costs and new email address adjusted |

STUDENT ACCOMMODATION APPLICATION FORM

Student Name:

Address:

Home Ph:

Mobile Ph:

Email:

Please indicate your preference:

Home Stay

Relatives

Private Unit

Private room

Friends

Friends

Other _____

Specific details we need to consider for you (for example; allergies, access requirements)

Students please feel free to discuss any questions with your Student Support Officer

Student Signature:

Date:
