

## UNDER 18 YEARS INTERNATIONAL STUDENT POLICY AND PROCEDURE

### 1. Policy Purpose

- 1.1. The purpose of this policy to ensure all DNA Kingston Training International students under the age of 18 have approval of appropriate accommodation and welfare services and that appropriate support services are in place.
- 1.2. This policy has been developed in line with the requirements of The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, the Education Services of Overseas Students Act 2000 (ESOS Act 2000), Standards for Registered Training Organisations (RTOs) 2015.

### 2. Policy Scope

- 2.1. This policy applies to DNA Kingston Training international students under the age of 18.

### 3. Policy Content

- 3.1. This policy outlines the approval and monitoring of accommodation and welfare services and support services in place for International students under the age of 18.

### 4. Procedure

- 4.1. As part of the Admission, Student Selection Policy and Procedure, Course and Careers Advisors will flag all students under the age of 18.
- 4.2. The Admissions staff will confirm that the Written Agreement is signed by the student's parent(s) (or legal guardian) before processing any money received for the student.
- 4.3. Students under the age of 18 are referred to DNA Kingston Training Student Support Services to confirm welfare services and appropriate accommodation. Welfare services will be covered until they turn 18 for either:
  - The entire length of the student's student visa if the student is only studying at DNA Kingston Training; or
  - A period of time related to the student's studies at DNA Kingston Training if the student has a student visa to cover multiple courses at multiple providers; or
  - Until the student's enrolment is suspended or cancelled by DNA Kingston Training; and
  - The student provides a letter of offer to DNA Kingston Training: Student Services confirming approval of accommodation and welfare arrangements will be covered by the other provider; or
  - The student departs permanently from Australia; or
  - Other suitable arrangements are made that satisfy the Department of Home Affairs requirements; or

- DNA Kingston Training can no longer approve the arrangements for the student and this is reported to Department of Home Affairs using the process in Step 7 below. (The National Code 2018).
- 4.4. DNA Kingston Training Student Services will contact to confirm welfare arrangements. Welfare services are to be provided according to DNA Kingston Training under 18 policies and procedures agreement.
- 4.5. DNA Kingston Training Student Services will work with the student, his/her parent(s) (or legal guardian), and homestay provider (if applicable) to confirm the student's accommodation arrangements. Accommodation should either be:
- with a parent or relative approved by the student's parents (or legal guardian); or
  - with a home stay provider approved by DNA Kingston Training.

## 5. Procedure and Check List

- 5.1. Assume responsibility for verifying the suitability of the student's accommodation, support and general welfare whilst they are studying the courses undertaken.
- 5.2. Ensure that the student's accommodation and welfare needs are reviewed on a regular basis or at least every quarter.
- 5.3. Identify the dates where responsibility of the student's accommodation, support and general welfare will be assumed by DNA Kingston Training and when that responsibility is due to cease. (finalization of course study)
- 5.4. Advise Department of Home Affairs of these dates utilizing the Department of Home Affairs proforma (available through the PRISMS website)
- 5.5. Prior to accepting the responsibility for the student's accommodation, support and general welfare, the accommodation arrangements shall be checked for suitability by the International Student Manager.
- 5.6. Where accommodation is deemed unsuitable, the International Manager shall report the need for a change to the accommodation arrangements to the CEO and seek an alternative arrangement.
- 5.7. Any changes to the students reported accommodation arrangements shall be reported to Department of Home Affairs using the Department of Home Affairs proforma letter (available through PRISMS).
- 5.8. In the event of the students enrolment be suspended, transferred or cancelled, the International Manager shall maintain responsibility for the appropriateness of the students accommodation, support and general welfare until responsibility for the students accommodation, support and general welfare has been accepted by another registered provider or the student leaves Australia or the International Manger reports to Department of Home Affairs that it can longer approve of the arrangements of the student.
- 5.9. Finalization of the provider's responsibility for the student's accommodation arrangements shall be reported to Department of Home Affairs using the Department of Home Affairs proformas letter.

- 5.10. All information and forms pertaining to student course of study, enrolment process, excursions and fees are to be signed by a guardian or parent:
- A contact person who is known to the family and student in Western Australia is also kept on file if possible. Parents contact details are also on file along with Agent personnel who had personally been involved with arrangement.
  - Feed back is provided to agent and parents at quarterly intervals or when requested.
  - Any issues are immediately brought to the attention of the CEO, this can include, but not limited: ill health, attendance issues, inappropriate attitude to their education, not achieving, transport issues, attendance issues, accommodation issues, personal issues, cultural issues, financial issues.
  - Airport pickup by DNA Kingston is to be personally arranged at all times.
  - Homestay accommodation is the recommended arrangements for accommodation unless special circumstances, Phoenix Academy Youth Hostel accommodation and Australian Home Stay are also suitable (e.g. Relatives or close friends of family) Parent or Guardian approval must be obtained in writing.

## 6. Administration

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

Kingston Training and Employment Pty Ltd



Provider No: 6811 CRICOS Provider No: 02899B

<b>Policy Title</b>	Under 18 years International Student Policy and Procedure
<b>Policy Renewal</b>	Every 2 years
<b>Responsibility</b>	College Manager

### Record of updates and changes

Version No.	Issue Date	Nature of Amendment
Version 03	July 2013	Policy revised
Version 04	July 2015	Changes to format & updated Government Departments
Version 05	March 2018	Updated National Code Version, new accommodation
Version 06	March 2019	Reviewed to new National Code requirements Government Departments
Version 07	June 2022	General review