



## **OZ FORD COLLEGE OF BUSINESS** **RTO No. 21442 (CRICOS: 02573B)**

### **Younger Students Policy and Procedure**

#### **1. PURPOSE**

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; Ozford must ensure the arrangement made to protect the personal safety and social well-being of those students are appropriate.

Ozford takes its duty of care responsibilities very seriously and therefore needs to ensure that the proposed arrangements for the accommodation, support and welfare of those students under 18 years of age are suitable.

#### **2. SCOPE**

- 2.1 This policy applies to any Ozford international students who are aged under 18 years where Ozford has taken on the responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements.
- 2.2 By default, the nominated date for which Ozford accepts responsibility for approving the student's accommodation, support and general welfare arrangements is for the period of the Confirmation of enrolment (CoE) plus 7 days before and after the CoE date.

Please see also: Homestay Policy and Procedures and Critical Incident Policy

#### **3. POLICY**

- 3.1 Ozford is required to confirm to the Department of Education and Training (DET) that appropriate arrangements are in place by completing a declaration called the Confirmation of Appropriate Accommodation and Welfare (CAAW), using the pro forma letter available through PRISMS, which is to be submitted by the student as part of the visa application; and advise in writing of the approval using the pro forma letter available through PRISMS.
- 3.2 Ozford will sign the CAAW on the conditions that students live in an approved homestay or with an approved carer.
- 3.3 For students with student visa that covers multiple courses, Ozford will approve the welfare of students who are enrolled in course offered by Ozford, as covered by the period of the Confirmation of enrolment (CoE) plus 7 days, using the pro forma letter available through PRISMS.
- 3.4 Refer to Homestay Policy & Procedure for students who live in approved homestay.
- 3.5 Parents can apply to nominate a relative/family friend for the student to live with and act as the approved carer. For students to live with an approved carer, the carer must meet the criteria below and sign an agreement form with Ozford.

## 3.6 Carers must:

- be over the age of 21 and live in Melbourne permanently
- have undertaken a Police check and provided a copy to Ozford
- 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 the 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 Ozford if the student is not able to attend class or does not return home overnight
- agree to maintain contact with the student's parents and Ozford on a regular basis
- liaise with Ozford as required to ensure the student understand and abide the rules and regulations of Ozford and the Department of Employment Education and Workplace Relations
- agree for Ozford to visit his/her house to ensure that Ozford is satisfied with the arrangement
- agree to inform Ozford within 2 working days if any of his/her contact details change.

**4. PROCEDURES TO MONITOR STUDENT WELFARE AND LIVING ARRANGEMENT**

- 4.1 Once students welfare arrangement has commenced, Ozford begins to monitor the suitability of the accommodation and welfare arrangements for students until students turn 18/when the CAWW period ceases using the "Younger Student Welfare Checklist".
- 4.2 Interviews will be conducted by the Student Welfare Officer with under-18 students to ensure they are complying with this condition. Students will meet with the Student Welfare Officer (SWO) to ensure students are happy with the arrangement. The SWO will also remind students verbally the requirements of approved accommodation. Students will be encouraged to see the SWO directly if they have any concern or issues with the arrangement.
- 4.3 Follow up meetings and interviews are also organised by the SWO using the "Younger Student Welfare Checklist" on an ongoing basis or as required. (week 2, 4, 6, 12 of students enrolment).
- 4.3 Ozford has the right to cancel the arrangement and transfer the student to an approved homestay at any time in the best interests of the student.
- 4.4 If a student transfers to another provider before the actual finish date according to the students CoE, Ozford will report under National Code Standard 5.1.d that it can no longer approve of the arrangements for the student according to Ozford's Cancellation of Enrolment/Transfer Policy.
- 4.5 If Ozford suspends or cancels the enrolment of a student, Ozford 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
  - Ozford reports under Standard 5.1d that it can no longer approve of the arrangements for the student (within 5 working days of the event).

The default option for Ozford is 4.6.4 unless students can provide evidence for 4.6.1 to 4.6.3 according to Ozford's Suspension and Cancellation of Enrolment Policy. The evidence is:

- a new CoE 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.

4.6 If an under-18 student is found not living in an approved accommodation, actions below will be taken by Ozford:

- the student will be asked to make an alternative suitable arrangement in 5 working days. The student is advised that Ozford can organise a Homestay if the student cannot make alternative suitable arrangement.
- if no action is taken by the student in 5 working days, a letter of intention to report for non-approval of welfare and living arrangement (see below) will be sent to students and parents will be informed.
- after receiving the letter, the Student Welfare Officer will have another meeting with the student. The student is requested to make a payment for the Homestay application fee as an agreement for Ozford to organise a Homestay for the student.
- if payment is not received within 1 week, Ozford will inform the student that his/her living arrangement in writing (please see below) is not approved and advise the relevant Commonwealth department via PRISMS.

4.7 Where a student is missing from their Homestay accommodation and cannot be contacted, Ozford will implement its Critical Incident Policy and inform the student's parents and place a missing person report with police if requested by the parents and when students do not contact the parents/Ozford within 5 working days. Ozford will report under National Code Standard 5.1.d that it can no longer approve of the arrangements for the student in such circumstances.

4.8 Where a student is missing from approved carer's accommodation and cannot be contacted, it is the carer's responsibility to inform Ozford. Ozford will implement its Critical incident policy and inform the student's parents and place a missing person report with police when requested by the parents and when students do not contact the parents/Ozford within 5 working days. Ozford will report under National Code Standard 5.1.d that it can no longer approve of the arrangements for the student in such circumstances.

## **5. PROCEDURES TO MONITOR STUDENT ATTENDANCE**

5.1 All under 18 students are required to inform Ozford if they are unable to attend classes.

5.2 Attendance will be monitored on a weekly basis.

5.3 Students will be contacted to find out reason of absence if they are away for more than 3 days consecutively. They will be required to see the Welfare Officer to discuss reasons of absence and discuss strategies to improve attendance performance.

5.4 Student Welfare Officer will liaise with student's homestay/carers if any issue has been identified that may hinder student's performance or affect students' general wellbeing.

Sample letter of intention to report for non-approval of welfare and living arrangement



Date:

Dear \_\_\_\_\_,

### **Intention to Report for Non-Approval of Welfare and Accommodation Arrangement**

During a meeting with you on \_\_\_\_\_ with the Student Welfare Officer, you were informed that Ozford is not satisfied with your current living arrangement.

OR

As you have not provided Ozford with any details about your current accommodation arrangement, we cannot approve of this arrangement and are required to move you into approved accommodation within the next 5 working days.

A phone call was also made to your parents on \_\_\_\_\_. They have been informed that Ozford requires you to be moved into accommodation approved by Ozford within 5 working days. Both you and your parents have also been informed that Ozford can organise an approved homestay for you if you agree for us to do so.

According to your visa condition 8532, you must maintain adequate arrangements for your accommodation, support and general welfare for the duration of your stay in Australia. Please refer to the relevant website for more details:

<http://www.immi.gov.au/students/visa-conditions-students.htm>

It is our intention to report you to the Department of Education and Training for non-approval of welfare arrangement if you do not come to see me or the Student Welfare Officer in the next 5 working days to organise a time to move to approved accommodation.

If you have any question, please come and see me in my office on Level 7, 310 King Street, Melbourne VIC 3000.

Yours sincerely

Head of Student Services