

YOUNGER STUDENT POLICY

Approving authority	Governing Board
Purpose	This policy outlines the Institute's approach to the enrolment of younger students.
Responsible Officer	Head of Marketing (currently the Director of Marketing & Student Recruitment)
Next scheduled review	February 2031
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	<p>Academic Staff Professional Development Policy and Procedure</p> <p>Admissions Policy and Procedure</p> <p>Child Safe Risk Management Policy and Procedure</p> <p>Child Safety Policy and Procedure</p> <p>Critical Incident Policy and Procedure</p> <p>Deferring, Suspending or Cancelling a Student's Enrolment Policy and Procedure</p> <p>Human Resources Policy and Procedure (Manual)</p> <p>Professional Staff Professional Development Policy and Procedure</p> <p>Records Management Policy and Procedure</p> <p>Student Code of Conduct Policy and Procedure</p> <p>Student Support and Services Policy and Procedure</p> <p>Transfer between Registered Providers Policy and Procedure</p>

1. SCOPE

This policy applies to all staff and contractors.

2. DEFINITIONS

Younger student

A younger student is a student who is under 18 years of age.

3. POLICY

3.1 The Institute will not accept students who are under 18 years of age.

4. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meets the requirements of the TEQSA Compliance Frameworks the policy will be;

- 4.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board or other delegated authority;
- 4.2 externally reviewed as part of any independent review of the TEQSA Compliance Frameworks approved by the Governing Board;

- 4.3 internally reviewed by the Responsible Officer every five years from the date of approval (if not earlier).
- 4.4 referenced to the applicable TEQSA Compliance Frameworks requirement(s) and/or other legislation/regulations.

5. FEEDBACK

Feedback or comments on this policy is welcomed by the listed Responsible officers of the Institute.

6. ACKNOWLEDGEMENT

This policy was developed with reference to the following:

- Australian Government Department of Education, Standard 5: Younger Overseas Students ([Education Fact Sheet Title \(internationaleducation.gov.au\)](http://www.internationaleducation.gov.au))

7. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	August 2018	Initial issue	AB/GB
1.1	December 2020	Internal review	AB/GB
2.0	June 2023	Internal review	AB/GB
2.1	September 2023	Internal review – minor formatting changes, alignment of definitions and add external referencing	EMT
3.0	February 2026	Change of policy to not accept under 18 year old students	GB
Related legislation/ regulation/standard	Tertiary Education Quality and Standards Act 2011 Education Services for Overseas Students Act (ESOS) 2000 Education Services for Overseas Students Regulations 2019 The National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standards 5, 6, 7 and 9 Higher Education Standards Framework (Threshold Standards) 2021		

Notes:

AB = Academic Board

GB = Governing Board

EMT = Executive Management team