

Under 18 Policy

Policy Statement

The purpose of this policy is to ensure that all international students under 18 years of age, who are not being cared for in Australia by a parent or Department of Home Affairs approved relative, have appropriate living and welfare arrangements while they are in Australia as per the ESOS Act 2000 and The National Code 2018.

SCOPE

This policy applies to all international students under 18 years of age who plan on enrolling in CRICOS registered courses at Insearch (including ELT courses, Diplomas and UTS Foundation Studies) or UTS and who are not cared for in Australia by a parent or Department of Home Affairs approved relative.

The policy applies to students until they have reached the age of 18, or they have returned overseas, or they have moved to another provider approved by Insearch or UTS, who has taken on the accommodation and welfare monitoring role for the student, whichever occurs first.

This policy guides Insearch staff dealing with students under 18 years of age, including those in Student Admissions, Student Centre, Student Accommodation, Sales and Marketing, and Education.

If the student stays in an Insearch approved Homestay arrangement or in a 'Special Arrangement', the Homestay Policy will apply.

DEFINITIONS

CAAW Confirmation of Appropriate Accommodation and Welfare is the Department of Home Affairs pro-forma letter downloadable through PRISMS.

Insearch may issue a CAAW when creating a CoE for a student under 18 years of age. Once the CAAW is created, Insearch has the option to change or advise the Department of Home Affairs if care arrangements are no longer provided.

The CAAW can only be generated by Insearch for Insearch students (including UTS Foundation Studies students). Students enrolling directly in UTS courses requiring a CAAW will receive the CAAW from UTS upon Insearch's confirmation of allocation to an approved Insearch homestay.

Ci The Insearch Student Database (also known as Student One)

Contact Details Includes students' residential address, mobile phone number and personal email address

CoE Electronic Confirmation of Enrolment issued through the Australian Government's Department of Education PRISMS system, by authorised Insearch or UTS staff.

The CoE is required under Commonwealth Legislation when applying for a Student Visa.

HOST	Insearch Approved Homestay Host / Special Arrangement Host
Insearch Approved Homestay Host	<p>The approved person who provides support and general welfare arrangements for the homestay student in their home.</p> <p>For students who are under 18 years of age, this person is recognised as ensuring appropriate arrangements are in place to protect the personal safety and social well-being of the student/s. This may be an Insearch Homestay Host or an external homestay provider approved by Insearch.</p>
PRISMS	Provider Registration and International Students Management System
Special Arrangement Host	<p>An Insearch Approved Host using the Insearch Homestay policy and procedures (albeit only for a specific student Under 18 years of age), who is not a registered Insearch approved Homestay Host, and is not a Department of Home Affairs approved relative.</p> <p>Note: Special arrangements are not available to students under the age of 18 enrolling directly in UTS courses at time of application but may be considered after any initial placement with an Insearch approved homestay.</p>
Student	Student means an international student of either Insearch or UTS who is under 18 years of age
Suitable nominated relative	A suitable nominated relative, as defined by the Department of Home Affairs, means a parent, spouse, de facto partner, brother, sister, grandparent, aunt, uncle, niece, nephew or a step parent/brother/sister/grandparent/aunt/uncle/niece/ nephew of the student.
Working With Children Check	A legislated requirement under the Child Protection (Working With Children) Act 2012 and managed by the NSW Office of the Children's Guardian .

POLICY PRINCIPLES

Principles	Responsible
<p>1. The student's parent or legal guardian must complete and sign a 'Declaration of Accommodation and Welfare Arrangements for International Students Under the Age of 18', stating whether the student will be residing with:</p> <ul style="list-style-type: none"> a. Homestay accommodation arranged and approved by Insearch; or b. A parent, legal guardian or a suitable nominated relative who is over 21 years of age and is approved by the Department of Home Affairs; or c. A Special Arrangement Host, where the parent or legal guardian proposes that the student stays with someone else, such as a family friend who cannot be approved by the Department of Home Affairs. <p>NB: Special Arrangement is not available to UTS students on arrival but can be applied for on completion of the initial placement.</p>	<p>Student Admissions / Student Accommodation Coordinator</p>

<p>2. If the parent proposes that the student stays with a relative who cannot be approved by the Department of Home Affairs, or a close friend of the family (and they request Insearch to provide a CAAW), the proposed family must apply to become an Insearch Homestay Host by completion of the 'Insearch Homestay Host Application Form'.</p> <p>This is considered a 'Special arrangement host' and the normal homestay inspection and approval procedure will apply, refer to the 'New Families Applying to Accommodate Homestay Students Procedure' before the student can be allocated to the family. The student is required to pay the Homestay booking fee in advance to initiate the inspection.</p> <p>If the family satisfies Homestay requirements, and can be approved as an Insearch Homestay, Insearch is able to provide the CAAW through PRISMS.</p>	<p>Student Admissions / Student Centre / Student Accommodation Coordinator</p>
<p>3. An eligible Host for the student must satisfy the following criteria:</p> <ol style="list-style-type: none"> Live with the student; Be over the age of 21; Be of good character; Hold and provide a current Working With Children Check clearance ID number required under the Child Protection (Working With Children) Act 2012, and provide a current Volunteer Working With Children clearance ID number for each person aged 18 years or over residing in the home; [Refer to the NSW Office of the Children's Guardian for full details] Hold a visa sufficient to allow the Host to remain in Australia (if the Host is not an Australian citizen or permanent resident) until the student is 18 years of age or until they complete their course, whichever occurs first. 	<p>Student Admissions / Student Centre / Student Accommodation Coordinator</p>
<p>4. The student cannot change their approved accommodation and welfare arrangements without the approval of Insearch.</p>	<p>Student Accommodation Coordinator</p>
<p>5. Insearch will ONLY approve accommodation and welfare arrangements for a student who stays in an Insearch approved Homestay or an approved 'Special Arrangement Host'.</p>	<p>Student Admissions / Student Centre / Student Accommodation Coordinator</p>
<p>6. All special arrangements for students under 18 years of age will be inspected every three (3) months until the student turns 18 or until the student has vacated the special arrangement.</p>	<p>Student Accommodation Coordinator</p>
<p>7. All students under 18 years of age in an I approved Homestay will be contacted every six months to follow up on their wellbeing, feedback with relation to the Host and their general experience with homestay</p>	<p>Student Accommodation Coordinator</p>

<p>8. The UTS Foundation Studies Liaison Officer will be invited to attend the initial and subsequent Homestay and Special Arrangement inspections.</p>	<p>Student Centre Team Leader / Student Accommodation Coordinator</p>
<p>9. For students who live in an Insearch approved Homestay, or with an approved 'Special Arrangement Host', Insearch/UTS is required to confirm to the Department of Home Affairs that appropriate arrangements are in place for the student under 18 years of age, by issuing a CAAW, available through PRISMS. This is also the case when a student under the age of 18 transfers from another institution.</p> <p>10. Where the student is enrolling only at UTS, UTS is required to provide a CAAW for the student.</p>	<p>Student Admissions / Student Centre / Student Accommodation Coordinator</p>
<p>11. Insearch will not approve a change to the student's living arrangement, unless it is to another Insearch approved accommodation. Any other living and welfare arrangements, outside of those approved by Insearch, must be approved by the Department of Home Affairs and the student must provide proof of the Department of Home Affairs approval to Student Centre staff when changing their contact details.</p>	<p>Student Admissions / Student Centre / Student Accommodation Coordinator</p>
<p>12. All approved changes to the contact details of a student under 18 years of age (including when initially booked into Homestay) must be updated in Ci immediately.</p>	<p>Student Accommodation Coordinator</p>
<p>13. Where Insearch or UTS terminates, suspends or cancels the enrolment of a student, Insearch must continue to check suitability of care arrangements until:</p> <ol style="list-style-type: none"> the student is accepted by another registered provider who is willing to take on responsibility for approving the care arrangements and Insearch/UTS approves this transfer; the student leaves Australia or other suitable arrangements are made (for example, parent or other suitable relative takes ongoing responsibility for the student's accommodation and welfare); or events have occurred that make it impossible for the provider to continue to approve the arrangements for the student. In such cases, if the student is a UTS student, including UTS Foundation Studies student, the Manager, International Student Services and UTS Foundation Studies Liaison Officer at UTS is contacted without delay. 	<p>Student Admissions / Student Centre / Student Accommodation Coordinator</p>

<p>14. Insearch or UTS is required to advise the Department of Home Affairs immediately when Insearch is no longer responsible for the arrangements for a student by cancelling the CoE and CAAW through PRISMS. When a student under 18 years of age leaves the country, written confirmation of this is required from the Host to the Student Accommodation Coordinator.</p> <p>Where the student is enrolled only at UTS, Insearch is required to advise UTS immediately so that UTS can advise the Department of Home Affairs that UTS is no longer responsible for the arrangements for a student by cancelling the CoE and CAAW through PRISMS.</p>	Student Admissions / Student Centre / Student Accommodation Coordinator
<p>15. The student must keep their Host informed of their whereabouts, and must be contactable by mobile phone at all times.</p>	Student/ Student Accommodation Coordinator
<p>16. The student must inform the Student Accommodation Coordinator and the Host if they wish to go away during recognised vacation periods. Written permission from their parents/legal guardian will be required and such leave will only be allowed when the student remains under the care of their parent(s) or legal guardian.</p>	Student/ Student Accommodation Coordinator
<p>17. Students who have been provided with a CAAW, who do not book the Insearch airport welcome, must provide Insearch with the name, address and phone number of the person who will pick them up on arrival to Australia. Any student under 18 years of age leaving the country must provide their travel details and airport transfer details.</p>	Student/ Student Accommodation Coordinator
<p>18. Students who will enrol only at UTS must use the Insearch airport welcome on arrival.</p>	

SUPPORTING DOCUMENTS

- Commission for Children and Young People Act 1998
- Commission for Children and Young People Regulation 2009
- The National Code 2018
- Higher Education Support Act 2003
- [Nomination of Student Guardian Form](#)
- [Sponsorship for Migration to Australia](#)
- Homestay Policy
- Insearch Homestay Code of Conduct
- Allocating a student to an Insearch Approved Homestay Procedure
- Declaration of Accommodation and Welfare Arrangements for International Students Under the Age of 18 form

ADMIN USE ONLY

APPROVAL	
Signature:	
Name:	Alex Murphy, Managing Director Date:
Procedure Title	Under 18 Policy
Procedure Owner	Chief Operating Officer
Procedure ID	PO/OPS/03/17
Effective Date	24 May 2017