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## **Under 18 Student Policy & Procedure**

This document should be read in conjunction with the Policies & Procedures and Student Handbook found on the download page of our website <http://eagleacademy.com.au/downloads/>.

You will also need to read the Confirmation of Welfare Arrangement Letter. Ask our administration staff for a copy of this document.

The Eagle Academy will only enrol younger students (u/18) under the following circumstances:

- A case by case application and the subsequent approval of the CEO
- The student is over 14.
- A parent, a nominated suitable relative or the Academy is responsible for the welfare of younger international student while in Australia. The responsible party must ensure that appropriate accommodation, support and general welfare arrangements are in place for the period that the student will be under 18 years old while in Australia. The nominated relative must agree to regular monitoring of the accommodation and welfare arrangements.
- If the academy is approving the accommodation, support and general welfare arrangements, the Academy will nominate the period for which it will take responsibility for the student. This will be a minimum of the length of the CoE plus seven days.
- A Confirmation of Welfare Arrangement letter has been signed by all responsible parties involved. It will include dates that we will approve the accommodation and welfare arrangements. We will advise immigration of the date as required.
- Welfare arrangements are arranged and approved prior to applying for a visa.
- Students will be given emergency contact numbers of nominated staff members and how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.
- Any adults involved in or providing accommodation and welfare arrangements to the student have all working with children clearances (or equivalent) appropriate to the jurisdiction(s) in which the registered provider operates
- The Academy will check that the accommodation is appropriate prior to approval and every 6 months after that.

### **Procedure**

1. The student and parent/guardian complete the course enrolment form and Confirmation of Welfare Arrangements Letter.

2. The Academy reviews the application details and checks the suitability of the students accommodation, support and general welfare arrangements. If the student is not staying with a parent, relative or at a dedicated Student Accommodation Building the CEO or Delegate will visit the accommodation location to check cleanliness and get names of other adults residing at that location. We will check that the students accommodation is appropriate to their age and needs prior to accommodation being approved and at least every 6 months thereafter. Other Adults must present the CEO or Delegate with a Suitability Card (Blue Card), and a copy of the same, before the student arrives. Copies of cards are kept on the student's file.

3. The Academy accepts or denies the students welfare arrangements and application. If the welfare arrangements are approved, the Academy will notify DIBP by using the PRISMS profma letter.

4. Should the students arrangements change the responsible party will notify the academy immediately. The Academy will then update DIBP via PRISMS.

## **Additional Induction For U/18 Year Students**

The orientation of younger students includes a meeting a Senior Staff Member or Student Support Officer, nominated guardian and the student present.

The student will be taken through the induction book, and the student handbook, as well as

- who to contact in emergency situations, including contact numbers of a nominated staff member
- seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse
- guardian drop off and pick up times and procedures

The student will personally meet the trainer responsible for the course and invited to ask course related questions.

It is important that the guardian (through previous signed agreements from the parent) understands that support is available through the Academy, but out of Academic hours, we rely on the Guardian to provide a safe environment. By working together, and through effective communication between the Guardian and the Campus manager, the required support and assistance will be provided to ensure the well being and safety of the student.

The Academy will follow all requirements of standard 5 and any relative or third party involved in the process must agree to abide by the standard.

## **National Code Standard 5 - Younger overseas students**

- 5.1 Where the registered provider enrolls a student who is under 18 years of age, it must meet the Commonwealth, state or territory legislation or other regulatory requirements relating to child welfare and protection appropriate to the jurisdiction(s) in which it operates.
- 5.2 Registered providers must ensure students under 18 years of age are given age- and culturally-appropriate information on:
  - 5.2.1 who to contact in emergency situations, including contact numbers of a nominated staff member and/or service provider to the registered provider
  - 5.2.2 seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse.
- 5.3 Where the registered provider takes on responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements (but not including guardianship, which is a legal relationship not able to be created or entered into by a registered provider) for a student who is under 18 years of age, the registered provider must:
  - 5.3.1 nominate the dates for which the registered provider accepts responsibility for approving the student's accommodation, support and general welfare arrangements and advise Immigration, which is responsible for administering the Migration Regulations, of the dates in the form required by that department
  - 5.3.2 ensure any adults involved in or providing accommodation and welfare arrangements to the student have all working with children clearances (or equivalent) appropriate to the jurisdiction(s) in which the registered provider operates
  - 5.3.3 have and implement documented processes for verifying that the student's accommodation is appropriate to the student's age and needs:
    - 5.3.3.1 prior to the accommodation being approved
    - 5.3.3.2 at least every six months thereafter.
  - 5.3.4 include as part of their policy and processes for critical incidents under Standard 6 (Overseas student support services), a process for managing emergency situations and when welfare arrangements are disrupted for students under 18 years of age
  - 5.3.5 maintain up-to-date records of the student's contact details as outlined in Standard 3.5, including the contact details of the student's parent(s), legal guardian or any adult responsible for the student's welfare
  - 5.3.6 advise Immigration in the form required by that department:
    - 5.3.6.1 as soon as practicable if the student will be cared for by a parent or nominated relative approved by Immigration and a Confirmation of Appropriate Accommodation and Welfare (CAAW) is no longer required
    - 5.3.6.2 within 24 hours if the registered provider is no longer able to approve the student's welfare arrangements
  - 5.3.7 have documented policies and processes for selecting, screening and monitoring any third parties engaged by the registered provider to organise and assess welfare and accommodation arrangements.

- 5.4 If the registered provider is no longer able to approve the welfare arrangements of a student, the registered provider must make all reasonable efforts to ensure that the student's parents or legal guardians are notified immediately.
- 5.5 If the registered provider is unable to contact a student and has concerns for the student's welfare, the registered provider must make all reasonable efforts to locate the student, including notifying the police and any other relevant Commonwealth, state or territory agencies as soon as practicable.
- 5.6 Where Standard 5.3 applies and the registered provider suspends or cancels the enrolment of the overseas student, the registered provider must continue to approve the welfare arrangements for that student until any of the following applies:
- 5.6.1 the student has alternative welfare arrangements approved by another registered provider
  - 5.6.2 care of the student by a parent or nominated relative is approved by Immigration
  - 5.6.3 the student leaves Australia
  - 5.6.4 the registered provider has notified Immigration under Standard 5.3.6 that it is no longer able to approve the student's welfare arrangements or under Standard 5.5 that it has taken the required action after not being able to contact the student.
- 5.7 If the registered provider enrolls a student under 18 years of age who has welfare arrangements approved by another registered provider, the receiving registered provider must:
- 5.7.1 negotiate the transfer date for welfare arrangements with the releasing registered provider to ensure there is no gap
  - 5.7.2 inform the student of their visa obligation to maintain their current welfare arrangements until the transfer date, or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect.

