



## **Australian Leading Institute of Technology**

RTO Code: 45156

CRICOS Code: 03981M

## No.3.1.1: Accommodation Assistance Policy

---

### Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	ESOS National Code 2018 – Standard: 2.1.11; 5.3; 5.3.1; 5.3.2; 5.3.3; 5.3.6; 5.3.7; 7.3.2;
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

### Purpose

The purpose of this policy is that the ALIT will not take responsibility for approving the accommodation, support and general welfare arrangements for any international student who has not turned 18. The ALIT currently do not accept enrolments from students who have not yet turned 18.

### Objective

The ALIT does not offer accommodation services or take responsibility for accommodation arrangements.

The ALIT will not take responsibility for approving the accommodation, support and general welfare arrangements for any international student who has not turned 18.

The Student Support Officer is available full time to discuss any issues or concerns a student may have with their accommodation arrangements and is able to refer students to appropriate accommodation services. The ALIT will ensure that the accommodation assistance is designed to provide professional development opportunities for teaching staff.

### Scope

This policy will apply to all current and prospective students, staff and other ALIT stakeholders.

## Procedures

The ALIT will not take responsibility for approving the accommodation, support and general welfare arrangements for any international student who has not turned 18.

Such a student would need to demonstrate the following for the grant of a student visa:

- That they will live in Australia with a parent or legal custodian; or
- That they will live in Australia with a relative over 21 years of age who has been nominated by a parent or legal guardian
- That they will live in Australia in accommodation and welfare arrangements approved by the ALIT

ALIT will direct the student's family/guardian to lodge an application for a homestay place through Australian Homestay Network.

Under 18 years of age and the role of the ALIT (does not include legal guardianship) – The ALIT does not enrol students below 18 years of age.

The following procedures will be used if ALIT decides in future that they have systems and processes to enrol students below 18 years of age.

In case a prospective international student is still under the age of 18 at the time of applying for admission into an ALIT course, an offer for admission will be made with the provision that the student will have completed 18 years of age before course commencement.

Where the ALIT 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.

Registered providers must ensure students under 18 years of age are given age-and culturally-appropriate information on:

- who to contact in emergency situations, including contact numbers of a nominated staff member and/or service provider to the ALIT
- seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse.

In such cases, the PEO will undertake responsibility of signing the Confirmation of Appropriate Accommodation and Welfare (CAAW) and undertake welfare responsibilities on behalf of ALIT.

Where the ALIT 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 an ALIT) for a student who is under 18 years of age, the ALIT must:

- nominate the dates for which the ALIT 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
- 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 ALIT operates
- have and implement documented processes for verifying that the student's accommodation is appropriate to the student's age and needs:
  - prior to the accommodation being approved
  - at least every six months thereafter.
- include as part of their policy and processes for critical incidents under Standard 6, a process for managing emergency situations and when welfare arrangements are disrupted for students under 18 years of age
- 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
- advise Immigration in the form required by that department:
  - 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
  - within 24 hours if the ALIT is no longer able to approve the student's welfare arrangements
- have documented policies and processes for selecting, screening and monitoring any third parties engaged by the ALIT to organise and assess welfare and accommodation arrangements.

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:

- negotiate the transfer date for welfare arrangements with the releasing ALIT to ensure there is no gap
- 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.

If the ALIT is no longer able to approve the welfare arrangements of a student, the ALIT must make all reasonable efforts to ensure that the student’s parents or legal guardians are notified immediately.

### Cancellation/Suspension of Enrolment

Where the ALIT suspends or cancels the enrolment of the overseas student, the ALIT must continue to approve the welfare arrangements for that student until any of the following applies:

- the student has alternative welfare arrangements approved by another ALIT
- care of the student by a parent or nominated relative is approved by Immigration
- the student leaves Australia
- the ALIT 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.

### **Version Control:**

<b>Document Name</b>	No.3.1.1: Accommodation Assistance Policy V 2.0 20062023			
<b>Document Code</b>	V 2.0 20062023			
<b>Approve By</b>	<b>CEO</b>	<b>Date Approved</b>	20.06.2023	
<b>Revision History</b>				
<b>Version</b>	<b>Date of Changes</b>	<b>Change Summary</b>	<b>Author</b>	<b>Review Due</b>
V1.0	October 2022		VET management	June 2023
V2.0	June 2023	Updated & reviewed	VET management	June 2024
<b>Organisation</b>	<b>Australian Leading Institute of Technology</b>			
<b>Document Controller</b>	<b>Operation and Compliance Officer</b>			