

Name:	Under 18 Years Student Management and Supervision Policy
Approved by:	Group Accreditation & Compliance Manager
Date Approved:	10.11.2018
Approved by:	General Manager - Technology & Design Division General Manager - Greenwich College's
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Implementation Owner	Student Services (T&D and GEC)
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SECTION 1 – INTRODUCTION

PURPOSE

The purpose of this **Under 18 Years Student Management and Supervision Policy** is to provide RedHill Education Limited and its subsidiary entities and brands with a framework and process for the Supervision and Management of students aged under 18 years at time of enrolment.

SCOPE

This policy applies to:

- All students (domestic and international) aged under 18 years of Academy of Information Technology Pty Ltd, (including the Coder Academy and the Left Bank brands), Greenwich English College Pty Ltd, (including the Greenwich Management College brand) and the International School of Colour and Design, (collectively referred to as the ‘College’);
- All staff of RedHill Education including employees and contractors;
- All courses delivered by the College including those delivered on their behalf by education providers with whom there a licensing arrangement.

SECTION 2 – POLICY

This policy

- a. meets the requirements of the Standard of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Standard 5); and the Standards for Higher Education (Standard 2); and
- b. provides for appropriate well-being and safety, accommodation, support and welfare arrangements for students who are under 18 years of age.

1. ENROLMENT OF STUDENTS UNDER 18 YEARS OF AGE

The Colleges will only enrol students who are under 18 years of age at their commencement date if the relevant delegate is satisfied that:

- a. the student will live in Australia with a parent or legal custodian;
- b. the student will live in Australia with a relative over 21 years of age and of good character, who has been nominated by a parent or legal custodian and approved by the Department (DHS or DHA as applicable); or
- c. the student will live in Australia under accommodation, support and welfare arrangements that have been approved by the College.

The College will not enrol students who are under 16 years of age at their commencement course date under any circumstances.

2. CHECKING AND MONITORING THE SUITABILITY OF ARRANGEMENTS

The Registrar or equivalent will determine and publish procedures that:

- a. specify the College requirements for students to whom subclause 1(c) applies; and
- b. provide for appropriate monitoring and checking that such requirements are met.

The relevant delegate will only approve the enrolment of students to whom paragraph 1(c) applies consistently with those procedures.

Approved accommodation, support and welfare arrangements must:

- c. begin at least seven (7) days prior to the student's commencement date; and
- d. remain in place:
 - a. for the duration of the student's enrolment, plus seven (7) days; or
 - b. until the student turns 18.
- e. International students must not travel to Australia before the commencement of the approval period.
- f. Domestic students whose primary residence is not in the city in which the campus is located must not travel to that city before the commencement of the "approval period".

Students must not change their accommodation, support or welfare arrangements during the approval period, without the written approval of:

- g. The relevant delegate; and
- h. Their parent or legal guardian, or their welfare provider.

3. REQUIRED AGREEMENTS

If the student requires College approved accommodation, support and welfare arrangements as referred to in subclause 1(c), the student and their parent or legal custodian must enter into and provide evidence of the following arrangements:

- a. A binding agreement with the student's accommodation provider;
- b. A binding agreement with the student's welfare provider;

on or before the date of accepting the offer of admission to the course.

If a student requires the College approved accommodation, support and welfare arrangements referred to in subclause 1(c), the student must accept the following terms and conditions, which will be detailed in the student's offer of admission:

- a. The student must agree to:
 - a. Continue living in the approved accommodation until they are 18 years of age, unless alternative accommodation is approved in writing by the College and a parent or legal custodian, or the student's welfare provider consistently with subclauses 2(g) & (h);
 - b. Maintain one-to-one contact with their welfare provider, and attend regular phone and face-to-face meetings; and
 - c. Act responsibly, including being aware of their responsibilities under Australian law, and avoid illicit activities and risk taking behaviour.
- b. The student must acknowledge that:
 - a. The College is not responsible for any fees and costs associated with their accommodation and welfare arrangements;
 - b. The College is not legally responsible for the student's actions whilst in Australia; and
 - c. The College is entitled to withdraw approval of the student's accommodation, support and welfare if the student is found to have breached these terms and conditions.
- c. A binding agreement with the student's accommodation provider must require the accommodation provider to meet the College's minimum standards for the relevant category of accommodation providers.
- d. A binding agreement with the student's welfare provider must require the welfare provider to meet the College's minimum standards for welfare providers.

4. TERMINATION, SUSPENSION AND CANCELLATION OF ENROLMENT

Where the College terminates, suspends or cancels a student's enrolment, the College will continue to monitor the suitability of the accommodation, support and welfare arrangements for that student until:

- a. The student is accepted by another registered provider who assumes responsibility for approving the student's accommodation, support and welfare arrangements;
- b. The student returns home;
- c. Other suitable arrangements are made for the students; or
- d. The College reports to the Department (DHA or DHS) that it can no longer approve their arrangements for the students.

Where a student appeals the termination, suspension or cancellation of their enrolment, the College will continue to monitor the suitability of the accommodation, support and welfare arrangements for that student until:

- a. All internal and external appeals have been exhausted;
- b. Other suitable arrangements are made for the student; or
- c. The College reports to the Department (DHA or DHS) that it can no longer approve the arrangements for the student.

5. COMPLIANCE REVIEWS

The College General Manager, or delegate, will review compliance with this policy and report to the Group Accreditation and Compliance Manager (GA&CM) on an annual basis.

Each annual report must be approved by the GA&CM and include:

- a. Statistical data, including student numbers and courses of study;
- b. Results of accommodation provider and welfare provider audits; and
- c. Details of student complaints and outcomes.

SECTION 3 – REFERENCE AND SUPPORTING INFORMATION

DEFINITIONS

Word/Term	Definition
Accommodation provider	Means a person or organisation that is responsible for providing a student's accommodation during the approved period.
Approval period	Means the date the student and their parent or guardian accepts the offer of admission to the course.
Commencement date	Means the date on which: <ul style="list-style-type: none"> an international student arrives in Australia to attend their course for the first time; or the College assumes responsibility for the accommodation, support and welfare arrangements of a domestic or international student who is already residing in Australia.
Delegate	Has the following meaning in accordance with the Colleges delegation of authority; <ul style="list-style-type: none"> an employee or any person or entity to whom or to which delegation has been made by the Colleges executive.
Department (DHA)	Means the Commonwealth Department of Home Affairs
Department (DHS)	Means the Commonwealth Department of Human Services
Domestic student	Means a student who is not an International student.
International student	Means a student who is not : <ul style="list-style-type: none"> an Australian citizen; a permanent resident of Australia; or a New Zealand citizen; or a Humanitarian visa holder; and who is : <ul style="list-style-type: none"> a temporary student visa holder.
Legal custodian	Means a parent, step-parent, adoptive parent, or any other person who has been granted custody of the student under Australian or foreign law.
Relative	Means a grandparent, sibling, aunt, uncle, niece, nephew including legal 'step' relationships.
Student	Means a student (domestic or international) who is: <ul style="list-style-type: none"> enrolled in an award course of the Colleges; enrolled in a non-award course of the Colleges; enrolled in a course offered by any other entity operating on behalf of the Colleges.
Welfare provider	Means a person or organisation that is responsible for providing a student's support and welfare during the approved period.

SUPPORTING DOCUMENTATION

Document name	Document type	Location
Student Code of Conduct	Policy	Internal
Student Handbook	Policy Guide	Internal
Under 18 Years Student Management and Supervision Procedure	Procedure	Internal
U18 International Students Guideline		
National Code 2018	Govt Standards	External
TEQSA Threshold Standards 2015	Regulatory Standards	External

SECTION 4 – CHANGE HISTORY

CHANGE HISTORY

Version	Approval date	Approved by	Approved by	Change
V1.0	10 November 2018	Group Accreditation & Compliance	Group Manager	Development of policy
		Technology & Design Division	General Manager	
		Greenwich English College	General Manager	