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1. INTENT

- 1.1 This policy ensures that accommodation, support, monitoring of welfare and risk prevention for International Students under 18 years of age (Minors) are managed by Edith Cowan College ('ECC' or the 'College') responsibly and in accordance with the requirements of the [Migration Act 1958](#), [Migration Regulations 1994](#) and the [Education Services for Overseas Students \(ESOS\) Act 2000](#), specifically Standard 5 of the [National Code of Practice for Providers of Education and Training to Overseas Students](#) and the [ELICOS Standards 2018](#).

2. ORGANISATIONAL SCOPE

- 2.1 This Policy applies to all current and prospective Students under the age of 18.

3. DEFINITIONS:

- 3.1 The *Glossary of Policy Terms* applies to this Policy.

4. POLICY CONTENT:

Information and Admissions

- 4.1 ECC has a duty of care for Students under 18 years of age ('Underage Students' or 'Minors') that begins with the provision of information about the College, its Courses and services.
- 4.2 ECC's application processes and entry requirements are transparent, accurate, equitable and clearly communicated to prospective applicants via publicly available information on the [ECC website](#), to enable informed decision-making about educational offerings and experiences by prospective Students and their families.
- 4.3 Admission offers are made to applicants who are judged to have the academic preparation / background and proficiency in English considered necessary to succeed in their intended Course – see the *Admissions Policy*.
- 4.4 ECC's application process takes into consideration the need for a Student to be at least seventeen (17) years of age to start at Edith Cowan University.
- 4.5 Underage Students will be informed about this policy at the point of offer. They will also be informed about this policy at Orientation and at information sessions at the commencement of their course.
- 4.6 Staff members will be informed about this Policy during their induction, and Student and Academic Services remind teaching Staff about this Policy at the start of each Study Period.

The College Environment

- 4.7 The College is an adult environment and Students are expected to act as adults and to assume an adult level of responsibility, including attending classes that may run until 6:30 p.m.
- 4.8 Students are expected to have the necessary skills to study independently alongside people from a wide variety of ages and backgrounds, including:
 - a) being self-directed learners;
 - b) monitoring their timetable and Assessment schedule;
 - c) setting goals and structuring study time to enable them to participate effectively and academically progress; and
 - d) engaging with adult content in some Units.
- 4.9 Students will have access to the Internet via College portals and while the College has policies about Student behaviour (*Student Conduct Policy*) and access to inappropriate material (*Digital and Internet Communications Policy*) and does apply some filters, Students generally have open access to the Internet and are expected to self-manage. Accordingly, Students – including Underage Students – who do not wish to be exposed to material that may include explicit sexual, political, religious and racial references need to consider these factors before Enrolling.
- 4.10 ECC supports all new Students in their transition to the College environment and to higher education study through:

- a) pre-arrival information sessions and accessibility of information on the website;
- b) Orientation and information sessions;
- c) initial workshops providing information regarding how to be successful in tertiary studies;
- d) guidance and reminders by academic Staff members for Assessment deadlines;
- e) dedicated language, academic and numeracy support staff outside of Units; and
- f) administrative, academic and counselling staff availability for the provision of Student advice and support.

Welfare Arrangements for Students under 18

- 4.11 The Australian Government [Department of Home Affairs](#) requires International Students under the age of 18 have approved accommodation and welfare arrangements while they undertake study in Australia.
- 4.12 Welfare arrangements must be in place until the Student turns 18, even if they turn 18 before the Course starts.
- 4.13 International Students under 18 years of age must either:
- a) nominate a guardian for approval by the Australian Government; or
 - b) arrange for an education provider-approved welfare arrangement called a CAAW (Confirmation of Appropriate Accommodation and Welfare), specifying the start and end date of the arrangement.
- 4.14 Where a Student under the age of 18 is not being cared for in Australia by a parent or suitable nominated relative, ECC requires the Student stays in Homestay accommodation.

Period of ECC Responsibility for Welfare Arrangements

- 4.15 ECC will approve welfare arrangements for the same time period as the Student's Confirmation of Enrolment (CoE) plus seven (7) Calendar Days or until the Student turns 18, whichever occurs first.
- 4.16 ECC will take responsibility for Underage Student welfare arrangements at least one (1) week before Orientation.
- 4.17 For international students with 'single course offers' (only studying at ECC) a *Confirmation of Appropriate Accommodation/Welfare Arrangements* letter will be issued to nominate the dates for which ECC accepts responsibility for approving CAAW. The nominated period of responsibility will be until the Student turns 18 or seven (7) Calendar Days beyond the CoE date, whichever happens first.
- 4.18 For students with 'packaged offers' with Edith Cowan University, ECC's responsibilities under this Policy commence one week prior to Orientation and cease when the Student:
- a) turns 18;
 - b) withdraws from the Course;
 - c) is reported for breach of visa conditions;

- d) Transfers to another Provider (see the [Enrolment Policy](#)); or
 - e) progresses to ECU.
- 4.19 Where ECC cancels or suspends the enrolment of an Underage student, ECC will continue to approve the CAAW arrangement and will notify the Department of Home

Health, Safety and Wellbeing of Underage Students

- 4.20 ECC's *Wellness, Health and Safety Policy* and *Wellness, Health and Safety Procedures* outline how ECC promotes Student Health and Safety.
- 4.21 ECC's system for promoting and protecting Student Wellbeing is outlined in the *Student Wellbeing, Counselling and Support Policy*.
- 4.22 Any Staff member who has cause to believe an Underage Student may be at risk will raise their concern with their line manager as soon as possible.
- 4.23 ECC teaching Staff and members of the Student and Academic Services (SAS) team are required to obtain a National Police Certificate (NPC) prior to commencing work with the College and to maintain this Certificate on an ongoing basis.

Privacy and the Underage Student

- 4.24 Regardless of age parents/guardians do not have "as of right" access to written or verbal information relating to the Underage Student's academic progress or other related matters.
- 4.25 To ensure that the College can meet its duty of care to the Underage Student, the Student will be asked agree to release information while completing the Account Activation process in the Student Portal. This will allow ECC to:
- a) share information with Edith Cowan University in relation to Student progression to their packaged Course at ECU;
 - b) share information with agents regarding Student progression to ECU;
 - c) liaise with parents/guardians regarding Student academic progression;
 - d) inform parents/guardians when there are health, wellness or safety concerns.

Monitoring and Support

- 4.26 The Student Counsellor is the dedicated support person for Underage Students at ECC.
- 4.27 The Student Counsellor will reach out to Underage Students during the Study Period and will meet with the Student as requested so that Students may identify and discuss problems they may be experiencing with their living arrangements, studies, health or any other personal issues.
- 4.28 In relation to International Underage Students, the Student Counsellor will:
- a) exercise duty of care with regards to Student arrangements, including liaising with and notifying Students if their arrangements contravene details on CAAW;
 - b) notify parents/legal guardians in the event that ECC is no longer able to approve the CAAW arrangements;

- c) in collaboration with the Student and Academic Services (SAS) Team, monitor student attendance, academic progress and welfare arrangements;
 - d) offer intervention strategies to Students at risk to facilitate progress and improvements to a student's situation;
 - e) participate in the Critical Incident Management Team in response to a Critical Incidents involving an Underage Student; and
 - f) advise the Department of Home Affairs within twenty-four (24) hours if ECC is no longer able to approve the CAAW.
- 4.29 Student and Academic Services (SAS) will monitor records of the Student's contact details, including the Student's parent(s), legal guardian or adult nominated as responsible for the Student's welfare; however, it is the Student's responsibility to keep their contact details up-to-date.

Changes to Welfare Arrangements

- 4.30 Underage students must keep the College informed with respect to changes to accommodation arrangements and discuss any proposed changes with the Student Counsellor prior to moving residence.
- 4.31 Student and Academic Services will refer all students under 18 to the Student Counsellor when they are notified of changes in accommodation.

Unsuitable Welfare Arrangements

- 4.32 Underage International Students who are experiencing problems or have concerns about the suitability of their accommodation/welfare arrangements should inform the Student Counsellor of their concerns. The Student Counsellor will liaise with relevant parties as required and intervene as appropriate, as soon as practicable.

Approving Arrangements for Study Period Breaks

- 4.33 Underage International Students who are residing in Australia may be allowed to temporarily change their accommodation arrangements during a Study Period or Study Period break, provided the following conditions are met:
- a) the Student notifies the Student Counsellor in writing at least four weeks prior to the end of the Study Period; and
 - b) the parents/guardian of the student approve the temporary arrangements.
- 4.34 ECC will consider each case individually and using the criteria outlined in this Policy.
- 4.35 ECC will refuse an application where it feels the student's welfare will be put at risk.

Homestay Provider Education and Monitoring

- 4.36 ECC will ensure that Homestay providers send monthly reports to parents /guardians.
- 4.37 ECC will liaise with and audit the Australian Homestay Network in relation to ECC's Underage Students.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

- 5.1 As Policy Owner, the **College Director and Principal** is responsible for ensuring that Underage Students (Minors) at ECC are looked after according to this Policy.
- 5.2 The **Student Counsellor** is responsible for being the main contact for Underage Students at ECC and adhering to the contents of this Policy.

6. RELATED DOCUMENTS:

- 6.1 Relevant to this Policy are the following documents:

Academic Progression Policy
Admissions Policy
Enrolment Policy
Privacy Policy
Student Wellbeing, Counselling and Support Policy
Wellness, Health and Safety Policy

- 6.2 This Policy has been developed in line with requirements set out in the:

[Education Services for Overseas Students \(ESOS\) Act 2000](#)
[National Code of Practice for Providers of Education and Training to Overseas Students](#)
[The ELICOS Standards 2018](#)
[Higher Education Standards Framework \(HESF\)](#)
[Migration Act 1958](#)
[Migration Regulations 1994](#)
[Privacy Act 1988](#)
[The ELICOS Standards 2018](#)

7. CONTACT INFORMATION:

For queries relating to this document please contact:

POLICY OWNER	College Director and Principal
ALL ENQUIRIES CONTACT:	Quality and Compliance Manager
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8. APPROVAL HISTORY:

POLICY APPROVED BY:	Senior Management Group
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DATE LAST MODIFIED:	
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NEXT REVISION DUE:	January 2024