

ISP Accommodation and Welfare Policy

Purpose

This policy outlines DET (IED)'s obligations under the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (Cth) (National Code) and the role of DET (IED) and of school staff in the provision of accommodation and welfare to international students.

For the purpose of this policy, international students (students) are defined as students participating in the International Student Program (ISP) under a subclass 500 Student - Schools visa.

Scope

This policy applies to all students enrolled in the ISP.

Students enrolled in the ISP under the age of 18 must live:

- with a parent/legal guardian or a DHA-approved relative; or
- in a DET-approved homestay provider arrangement.

Where a student under the age of 18 does not live with a parent/legal guardian or a DHA-approved relative, DET can approve appropriate accommodation and welfare arrangements through issuing a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter. Please refer to the [ISP Homestay Policy](#) and [ISP Homestay Procedure](#) for further information regarding homestay arrangements.

Policy

Welfare and accommodation options

There are two categories of student accommodation and welfare. These are defined as:

Non-CAAW students: A parent/legal guardian or DHA-approved relative assumes welfare and accommodation responsibility. The duration of their guardian visa must be for the length of the student's enrolment.

CAAW students: DET (IED) assumes welfare and accommodation responsibility.

Students under 13 years of age at the time of commencement may only select to reside with a parent/legal guardian or a DHA-approved relative. All other students may select any of the welfare and accommodation options.

Accommodation options for students are set out in the below table:

	Primary School	Year 7 aged 13 years or over	Year 8	Year 9	Year 10	Year 11*	Year 12*
Non-CAAW: Parent(s)/Legal Guardian(s) or DHA-Approved Relative	✓	✓	✓	✓	✓	✓	✓
CAAW: DET (IED) Homestay		✓	✓	✓	✓	✓	✓

*DET (IED) requires students 18 years of age and over to live in approved accommodation for the duration of their study as a condition of their enrolment at the school. In special circumstances, DET (IED) may allow alternative living arrangements in consultation with the school.

National Code obligations

Under Standard 5 of the National Code, DET (IED) has the following obligations to all enrolled students:

- meet the Commonwealth, state and all other regulatory requirements relating to child welfare and protection appropriate to the jurisdiction in which it operates
- ensure students under 18 years of age are given age and culturally appropriate information on:
 - Who to contact in emergency situations
 - How to seek assistance in reporting any incident or allegation involving actual or alleged sexual, physical or other abuse
- make all reasonable efforts to locate a student who is uncontactable, including notifying the police and all relevant agencies as soon as practicable.

DET (IED) discharges these obligations as follows.

Enrolment

DET (IED) must:

- have processes and supports in place to monitor a school's responsibilities for both non-CAAW and CAAW students. There are additional obligations relating to CAAW students. These are addressed in the [ISP Homestay Policy](#) and [ISP Homestay Procedure](#)
- approve any changes to accommodation and welfare arrangements.

Schools must:

- provide written confirmation to DET (IED) formally accepting the welfare and accommodation request, as per the [ISP Admissions and Enrolment Procedure](#), and undertake the necessary steps for the provision of this request
- discharge their duty of care and other obligations that may arise under the Victorian Child Safe Standards, the Commissioner for Children and Young People Reportable Conduct Scheme and DET's School Incident Management System (SIMS) policy and guidelines
- ensure all students are given an age and culturally appropriate orientation and an accurate and up-to-date Student safety Card as per the ISP Orientation Pack
- obtain permission from the guardian to monitor the relevant guardian visa through VEVO to ensure it is not cancelled or revoked during the student's enrolment
- formally facilitate any change in welfare arrangements if there are any changes to the student's accommodation and welfare arrangements
- notify DET (IED) if there are any changes or concerns regarding the student's welfare arrangements.

Reporting

DET (IED) must:

- work cooperatively with other Government agencies including DHA and other relevant Divisions within DET on issues related to student welfare and satisfy all reporting obligations.

Schools must:

- immediately raise any issues related to student welfare and visa conditions with DET (IED).

Roles and responsibilities

- The **Executive Director, IED** is responsible for approving this policy. The **Executive Director, IED** is responsible for taking action under the critical incident management procedure, where required, making a decision to suspend or cancel a student's enrolment and making a decision where DET (IED) no longer approves of the accommodation and/or welfare arrangements in place for the student.

Legislation

- *Education Services and Overseas Students Act 2000* (Cth)
- *The National Code of Practice for Providers of Education and Training to Overseas Students 2018* (Cth)
- *Migration Act 1958* (Cth)
- *Education Services for Overseas Students Regulations 2001* (Cth)
- *Education and Training Reform Act 2006* (Vic)
- *Ministerial Order 819 - Fees for Overseas Students in Government Schools* (Vic)
- *Ministerial Order 870 - Child Safe Standards* (Vic)
- VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18 Years
- Victorian Child Safe Standards as per the *Child Wellbeing and Safety Act 2005* (Vic)

- Commissioner for Children and Young People Reportable Conduct Scheme established under the *Child Wellbeing and Safety Act 2005* (Vic)

Associated documents

- School Incident Management System (SIMS) Policy and Guidelines
- [ISP Homestay Policy](#)
- [ISP Homestay Procedure](#)
- [ISP Admissions and Enrolment Procedure](#)

Definitions

- **DET (IED)** - Department of Education and Training - International Education Division. IED is the division in the Department of Education and Training that administers the International Student Program in Victorian government schools. IED is not a separate entity to DET. DET is the CRICOS registered provider.
- **School staff** - employees of schools, for example - International Student Coordinator, Homestay Coordinator, Head of Department, Deputy Principal, and Principal.
- **ISP staff** - includes the Executive Officers, managers and employees (full time, part time, ongoing, fixed term, casual and contractor) of DET who work directly or indirectly with the ISP. This excludes staff of ISP-accredited schools.
- **International Student (student)** - a student participating in the ISP under a subclass 500 Student - Schools visa
- **Homestay** - international student accommodation arranged by schools where DET (IED) is responsible for the welfare of the student at all times, including outside school hours.

Policy contact and maintenance officer

Portfolio Director, International Education
International Education Division
Department of Education and Training.
Level 28, 80 Collins Street, Melbourne, Victoria 3000
Email: international@edumail.vic.gov.au
Phone: +61 3 7022 1000

Authorised

Executive Director, International Education Division

Date of authorisation: 29/11/2019

Review frequency: This policy will be reviewed at minimum every 12 months or when any changes arise impacting its currency, including legislative or regulation change.