

POLICY	Under 18 Student Policy
POLICY GROUP:	RMIT English Worldwide - English Language Centre
POLICY STATEMENT	
INTENT	To define policy and procedures for monitoring the welfare and accommodation arrangements of students under the age of 18 in compliance with Standard 5 of the National Code 2007.
SCOPE	This policy applies to all REW students under 18 years of age (underage students) who are on a student visa and to staff whose responsibilities include welfare monitoring, attendance monitoring and student counselling.
EXCLUSIONS	Non-student visa holders Students who have a parent or suitable nominated relative taking responsibility for their welfare arrangements approved by DIBP
OBJECTIVES	To provide procedures which comply with the following requirements: <ul style="list-style-type: none"> • Timely identification of students at risk of non-compliance • Proactive intervention and counselling • Appropriate reporting to DIBP of non-compliance
SUPPORTING PROCEDURES AND GUIDELINES	ESOS Act 2000 www.rmit.edu.au/programs/international/esosstudent National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code 2007) RMIT Under 18 Student Welfare and Accommodation Procedure RMIT Website: http://www.rmit.edu.au/browse;ID=k0elfcodu7gi RMIT Under 18 Guardianship Guardian/Host Responsibilities
POLICY PROVISIONS	<p>1. Caregiver (Carer) Arrangements All underage students must either live with a close relative (as defined by DIBP), who is at least 21 years old and has police clearance or an education provider-approved care arrangement or with an RMIT-approved care giving service (company).</p> <p>RMIT has agreements with a number of hostels and care giving service companies to provide accommodation and care arrangements for underage REW students Under the service agreement with RMIT, RMIT International Services handles all applications for both care giving and accommodation arrangements on behalf of REW.</p> <p>2. Enrolment</p> <ul style="list-style-type: none"> • REW accepts responsibility for the under 18 student's care and welfare arrangements beginning at the start of the REW CoE and ending one week after the REW CoE ends. • On arrival at REW the student completes relevant sections of the ELICOS Academic Record (guardianship details section is included in this form). • Guardianship details are checked by Student Services using the International Services database. If not listed then information is immediately requested from RMIT. • Underage students are identified on the class rolls for the benefit of the class teachers. <p>3. Excursions</p> <ul style="list-style-type: none"> • Teachers must seek permission from the guardian at least 24 hours before an underage student may attend an excursion. • Parent/Guardian Excursion Approval forms are kept in the teachers' area and must be approved by the Deputy Director.

	<ul style="list-style-type: none"> • The signed form is kept on the Student Academic Record and a copy is retained by the teacher for the duration of the excursion. In the event that the student does not return the signed note, then the student must not participate in the excursion. However phone permission may be sought and this is to be recorded on the excursion form. If this is not possible then this must be reported to the Student Services Manager, who will arrange with the teacher for the student to work in the ILC for the duration of the excursion. • Underage students must return to REW at the end of the excursion unless the guardian has agreed to the student being dismissed from the excursion venue on the excursion form. • Visits to the RMIT City Campus, other CBD locations (eg State Library, City Library) and the Orientation tour do not require permission from the guardian. <p>4. Monitoring of Welfare (during and after the course)</p> <ul style="list-style-type: none"> • The class teacher interviews their underage students in Week 2 of their arrival to check on accommodation and welfare arrangements and thereafter at 5-weekly intervals. The interview form is submitted to the Compliance and Wellbeing Officer for follow-up if necessary and a comment is put on the student file that the interview has taken place. • Prior to completion, all students are informed that the monitoring arrangements to ensure their welfare continues for one two week after the completion of the course at REW. • REW will continue to accept responsibility for the care and welfare of the student for one week after course completion. <p>5. Change of Address and/or Carer Arrangements</p> <ul style="list-style-type: none"> • Students who wish to change either their address or their carer arrangements must be referred to the RMIT International Services office for approval. This must be done PRIOR to the change taking place. • Should it come to the attention of REW that the student has changed address without permission RMIT International's U18 Officer will be immediately notified and action will be taken to meet the student and guardian as soon as possible to ensure the safety and well-being of the student. <p>6. Attendance monitoring</p> <ul style="list-style-type: none"> • Normal REW attendance policy applies to underage students however a copy of any attendance warning letter sent to the student is also sent to the caregiver. • If an underage student is at risk of unsatisfactory attendance then the caregiver is contacted.
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POLICY FURTHER INFORMATION

Commencement date	amended April 2016	Review date	December 2016
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ACCOUNTABILITIES

Implementation:	Manager, REW Student Services
Compliance:	Student Services staff; Language Educators
Monitoring and evaluation:	Director, REW Melbourne Centre
Interpretation and advice	Language Centre Management Committee

WHO SHOULD KNOW THIS POLICY?

RMIT International, Student Services, Language Educators, REW Melbourne Centre Management
