

Under 18 Students Policy (VET & ELICOS)

Version Number: 3.1

Effective Date: 1 July 2025

Review Date: 1 July 2026

Approved By: Vickie Powell

1. Purpose

This policy outlines the commitment of ensuring the safety, wellbeing, and support of students under 18 years of age enrolled in a VET and/or ELICOS program.

2. Scope

This policy applies to:

- All staff, contractors and stakeholders involved in the delivery of training and assessment and support services to students under 18 years of age.

3. Key Definitions

The Stanley College Glossary of Terms provides a full list of terms and definitions relevant to Stanley College.

4. Policy Principles

Stanley College is committed to:

- creating a safe, inclusive and supportive learning environment;
- identifying and managing risks associated with training content and delivery modes;
- complying with the National Principles for Child Safe Organisations;
- ensuring appropriate accommodation, welfare arrangements for international students under 18, where requested;
- ensure appropriate support arrangements, refer Student Support Policy; and
- providing a Notice of Arrangement to the Department of Education, for students leaving school, prior to completion of Year 11 or 12, in Western Australia.

4.1 Enrolment – all students

Stanley College will only enrol students under 18 years of age under the following conditions:

- students have met the admissions requirements as detailed in the Admissions Policy;
- students must be at least 17 years of age at the time of course commencement (excluding enrolment in VET delivered to schools, VET Delivered to School Students, pre-apprenticeships, apprenticeships and traineeship students); and
- the acceptance of the Offer Letter and Written Agreement has been signed by a parent or legal guardian.

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4.2 Enrolment – international students

The College is committed to ensuring that:

- it will take full responsibility under the Migration Regulations for approving accommodation, support and general welfare arrangements;
- when students require special accommodation, arrangements must be in place;
- where it 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;
- students are provided with culturally correct information on who to contact in emergency situations or in situations involving alleged abuse. It includes a policy on how to deal with Critical Incidents involving disruption for students under 18 years of age;
- it will maintain all records for students under 18 years of age; and
- welfare arrangements are maintained during student transfers between providers (as outlined in Stanley College's *Student Transfer Policy (VET & ELICOS)*).

Stanley College will accept responsibility for the accommodation, welfare and support of international students commencing their programs under the following conditions:

- the student is under 18 years of age and is enrolled at the College;
- the student is to live in College approved accommodation until 18 years of age and not change that accommodation unless written agreement is obtained from the parent/legal guardian and the College;
- the student commences their stay in the College approved accommodation immediately upon arrival;
- the student is not to stay overnight from the College approved accommodation address without written approval from the student's parent or legal guardian, the Student Engagement Manager;
- the student cannot transfer between College approved accommodation without written agreement from the parent/legal guardian;
- the student must act responsibly and not partake in risk-taking behaviour;
- the student must adhere to Stanley College's Code of Conduct and the rules issued by Australian Homestay Network (AHN);
- Stanley College will issue a CoE and CAAW letter ONLY after it is satisfied adequate Stanley College approved accommodation and welfare arrangements are in place and the appropriate form has been completed; and
- the minimum period on the CAAW must be:
 - the same length as the CoE;
 - plus seven (7) days after the end of the course or the day a student turns 18 years of age; and
 - begin no more than seven (7) days prior to course commencement.

4.3 Approved Accommodation Arrangements

This policy covers special accommodation arrangements that need to be in place. These arrangements are required by the Australian Government. The Department of Home Affairs (DoHA) will only grant a Student Visa where appropriate accommodation, support and welfare arrangements are in place.

The arrangements have to be maintained for the duration of a student's visa, or until they turn 18, depending on what happens first.

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Students under the age of 18 have three different accommodation options while studying in Australia at Stanley College:

- live with a parent or legal guardian;
- live with a close relative (nominated by a parent or legal guardian); or
- live with a Stanley College approved Homestay.

Stanley College will only issue a CAAW for students who live with a Stanley College approved Homestay.

Where a student opts to live with a Stanley College approved Homestay, the Student Services Manager (or appointed Student Services Officer) is responsible for evaluating the suitability of homestay provider applications and selecting all Stanley College approved accommodation prior to an Under 18 year old student residing in that accommodation, and at least every six months where an under 18 year old student remains in that accommodation.

Stanley College will collect, and register WWC checks for each household member, staying in the approved accommodation who is 18+ years of age.

Underage students who wish to change their accommodation and welfare arrangement must obtain prior approval for Stanley College and complete the appropriate form, which requires approval from the parent or legal guardian.

4.4 Child Welfare and Protection

Where Stanley College 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, refer to the Child Safety and Wellbeing Policy. This includes the:

- National Code 2018;
- Children and Community Services Act 2004 (WA); and
- Working with Children (Criminal Record Checking) Act 2004 (WA).

Stanley College will provide under 18 students with the following information on:

- who to contact in emergency situation; and
- how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse. Further information can be found within the accompanying *Under 18 Student Procedure (VET & ELICOS)*.

4.5 Student Support Services

Underage students have access to welfare and support services provided by the Student Services Team. Stanley College recognises that students under 18 years of age will require additional support services, which will be document on the Individual Support Plan, refer to the Student Support Policy and Procedure.

4.6 Reporting

- Make reasonable efforts to notify the parents / legal custodians immediate; and notify the Department of Home Affairs, via PRISMS within 24 hours where we are no longer able to approve the students' welfare arrangements.
- Stanley College staff, accommodation, third party providers must report critical incidents or risk of significant harm to a student under 18 years of age arising from alleged or suspected sexual physical emotional and other abuse involving underage students or person to the

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nominated Stanley College representative as per the Under 18 Student Policy and the Critical Incident Policy.

4.7 Parental Responsibility

The College does not take on the usual rights, responsibilities and authority that parents/guardians have in relation to a child and does not act in the place of parents/guardians in relation to students who are under 18 years of age.

Parents or guardians act as guarantors and honour all obligations under any contracts with the College that the student enters into prior to turning 18 years of age

4.8 Critical Incidents

Stanley College's *Critical Incident Policy (VET & ELICOS)* outlines the process for managing emergency situations involving Under 18 Students, including when welfare arrangements are disrupted.

5. Roles and Responsibilities

- **The Admissions Manager, in consultation with the Dean VET:** is responsible for the application assessment for students under the age of 18.
- **The Student Services Team:** is responsible for documenting and providing support services for under 18 students.

6. Policy Information

Policy Area	VET
Authorised Officer	Vice President, Wellbeing and Engagement
Supporting documents, procedures, work guidelines and forms	Under 18 Students Procedure (VET & ELICOS) Student Transfer Policy (VET & ELICOS) Critical Incident Policy (VET & ELICOS) Younger Students Enrolment Guidelines CAAW Issuance Checklist Student Contact Details Verification Policy Critical Incident Policy (VET & ELICOS) Admissions Policy (VET & ELICOS) Homestay Enrolment Guidelines Admission Form – International Student How to Guide_AHN guest registration
Audience	Public

7. Link to Standards

7.1 RTO Standards 2025

Quality Area	Outcome Standard	Focus Area	Standard	Performance Indicator
Governance	Effective governance and a commitment to continuous improvement supports the quality and integrity of VET delivery	Risk Management	4.3	(d)

7.2 National Code of Practice 2018

Standard (Number)	Standard (Descriptor)	Standards (Individual)
Standard 5	Younger Overseas Students	5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7