

POLICY TITLE: YOUNGER INTERNATIONAL STUDENT ACCOMMODATION ARRANGEMENTS POLICY

DEVELOPED / REVIEWED BY

Policy Committee
 Director of Business Services and Advancement
 Head of Admissions
 Risk and Compliance Manager
 Human Resources Manager

REVIEW SUMMARY

Policy to be presented to the Policy Committee for the first time at the May 2024 meeting. Policy to be reviewed in the first twelve months to ensure accuracy to current legislative components.

DOCUMENT DEVELOPMENT PROCESS

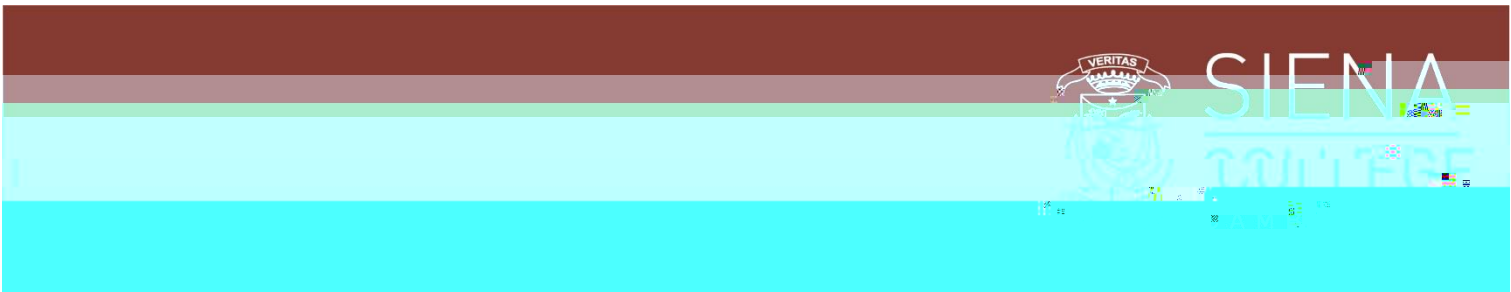
This document was first developed by Director of Business Services and Advancement and the Head of Admissions in 2024.

DEFINITIONS

AHN	Australian Homestay Network
CAAW	Confirmation of Appropriate Accommodation and Welfare
CoE	Confirmation of Enrolment
National Code	National Code of Practice for Providers of Education and Training to Overseas Students 2018
PRISMS	Provider Registration and International Student Management System
VRQA	Victorian Registration and Qualifications Authority The VRQA is a statutory authority established under the Education and Training Reform Act 2006 and is responsible for regulating education and training providers in Victoria
WWCC	Working with Children Check The Working with Children Check is a screening process for assessing or re-assessing people who work with or care for children



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- provide the homestay host with appropriate information regarding their responsibilities and emergency contact details for both the College and the parents of the student
- to the placement, and at least every six months
- verify the suitability of the homestay accommodation through a site visit (unless the particular homestay has been verified by a site visit in relation to another student in the previous three months)
- conduct assessments of the homestay with access to all areas of the homestay premises for the purposes of checking compliance with the homestay standards required by the College
- ensure that each

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- assist the student to access any necessary medical, dental, hospital or other health-related services, including making appointments and, where necessary, accompany the student to those appointments and if required advise the College 4(st)-4(u)13(de)3(nt)3(t)-4(o)8(t)-4()-4(al)6()-4(or)9(

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- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2001 (Cth)
- Migration Act 1958 (Cth)

RELATED SIENA COLLEGE POLICIES

- International Student Records Management and Retention Policy.

RELATED DOCUMENTS

- International Student Welfare and Accommodation Assessment Form

RISK

identification of associated risks. Some sample questions are included for referral. Answers are to be documented as part of the policy.

1. **Faith and Catholic Identity.** Identify any risks to Catholic Identity or Dominican charism of the College. How will this policy harm or enhance either?
2. **Reputation.** Identify if there are any reputational risks to the College. How will this policy impact Siena and wider communities?
3. **Financial.** Identify any financial risks to the College. How will this policy impact the financial stability of the College?
4. **Contemporary Learning and Teaching.** Identify any risks to learning and teaching. How will this policy impact the academic performance of the College?
5. **Wellbeing.** Identify any risks to safety and wellbeing. How will this policy impact the mental and physical wellbeing of the College community?
6. **Community Engagement.** Identify any risks to building community engagement. How will this policy impact community relationships?
7. **Governance and Leadership.** Identify any risks to governance and leadership in the College. How will this policy affect the strategic direction of the College?

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