

Information Sheet for Homestay Hosts and Students: Student Under 18

GENERAL INFORMATION

At TAFESA we pride ourselves on providing a high quality educational and Australian experience for international students. In particular we provide a welcoming and supportive environment for international students between 17 and 18 years of age. With world class facilities, a dedicated student support team, and 24 hour support, TAFESA is an excellent choice for young students. It is a requirement that students under 18 years of age have appropriate accommodation that meets standards set by TAFESA and that comply with the *Education Services for Overseas (ESOS) Act* and the *National Code*.

TAFESA is required to confirm to the Department of Home Affairs (HA) that an appropriate accommodation arrangement for the student is in place by completing a CAAW form. This form will be submitted by the student as part of their visa application.

Underage students without a suitable guardian who will reside with them in Australia cannot complete a visa application without a CAAW form.

ACCOMMODATION SERVICES TO BE PROVIDED

The following criteria are applied in the selection process, with regard to physical environment and services to be provided:

- Single room (with door)
- The room must contain a window, and must be part of the main dwelling under the roof line (not a renovated garage or bungalow)
- The room should have good security and ventilation, be of a comfortable temperature or have temperature control
- The room should have adequate fittings and furnishings
- Access to a quiet study area with facilities and privacy appropriate for the age of the student
- Comfortable bed and clean mattress
- Bed linen
- Desk
- Study lamp
- Wardrobe
- Book shelf
- Broadband internet access (included or at extra cost)

STUDENT'S RESPONSIBILITIES

- Attend classes
- Ask permission from the caregiver if he/she plans to return to his/her home country for a holiday
If permission is granted, inform the homestay host of his/her flight departure and arrival times
- Make his/her own way to and from TAFESA
- Ask the homestay host, the caregiver or International Student Support Consultant if he/she has any queries or concerns about cultural differences and adjustment
- Report symptoms and signs of sickness or ill health to the homestay host and his/her caregiver
- Ask for permission from his/her caregiver for any excursion or activity that will require him/her to be away from home for the night. If permission is granted, inform the homestay host and the International Student Support Consultant submit the form *Excursion Overnight Stay Permission Form*.
- Inform the caregiver and the International Student Support Consultant of any change to his/her current mobile phone number
- Seek approval from the International Student Support Consultant prior to changing their accommodation.

HOMESTAY HOST'S RESPONSIBILITIES

- All members of the household who are over 18 years of age must hold a current Working with Children (WWC) check or Department of Community & Social Inclusion (DCSI) Child Related Employment Screening Form.
- A maximum number of three students are to be accommodated at any one time
- Ensure the student knows how to get to and from TAFESA via public transport (if necessary) and ensure he/she know how to purchase a Metrocard and use it
- Ensure the student knows what facilities and services are available in the local community and are assisted to access them
- Must not have mixed genders in the house (i.e. if you host a female underage student, you cannot host a male student)
- The student is not permitted to drink alcohol
- Must not leave a student overnight
 - If any personal circumstances require a homestay host to be away overnight, he/she must organise alternative supervisory arrangements for the student in his/her absence and obtain approval for these arrangements from Australian Homestay Network (AHN)
- Any change to the student's accommodation arrangements will necessitate a new approval process (including a new *Welfare and Accommodation Arrangements Form* signed by the parents and TAFESA)
- Must advise TAFESA of any significant change in health or any family member and any change in the composition of the household, including the addition of pets
- Must advise the student's caregiver whenever any study or personal matters arise of a serious concern
- Must advise the student's caregiver immediately in the event of a critical incident

Please note: It is the responsibility of the caregiver/TAFESA to contact the student's parents in the event of an emergency

CRITICAL INCIDENT

If the student under the care of the homestay host is involved in a critical incident, the homestay host must advise the student's caregiver immediately. Examples of a critical incident include:

- The student is missing from approved accommodation
- Death
- Serious injury where the student requires medical assistance
- The student's involvement in some behavioural issues as domestic violence, physical or psychological abuse.

Procedure	Responsibility	Timeline
1. Notify student's caregiver of emerging concern	Homestay Host	Immediately
2. Caregiver to inform International Student Unit of time, location and nature of incident, threats and people involved	Caregiver	Within 48 Hours
3. International Student Support Consultant will assess the situation, convene a meeting with the caregiver to decide on further actions, and file an incident report	International Student Support Consultant	Within One Week
4. Implement critical incident procedure of TAFESA	International Student Support Consultant	As required
5. International Student Support Consultant to decide who will inform and update the student's parent/legal custodian of the incident	International Student Support Consultant	Within One Week