



## 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

<b>AHN</b>	Australian Homestay Network
<b>CAAW</b>	Confirmation of Appropriate Accommodation and Welfare
<b>CoE</b>	Confirmation of Enrolment
<b>National Code</b>	National Code of Practice for Providers of Education and Training to Overseas Students 2018
<b>PRISMS</b>	Provider Registration and International Student Management System
<b>VRQA</b>	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
<b>WWCC</b>	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

<b>CRICOS No:</b> 04313F	<b>Date:</b> May 2024	<b>Page</b> 4 of 6
<b>Name of Document:</b> 03. Younger International Student Accommodation Arrangements Policy	<b>Revision No.:</b> 1	<b>Authorised by:</b> College Board



- 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(

<b>CRICOS No:</b> 04313F	<b>Date:</b> May 2024	<b>Page</b> 5 of 6
<b>Name of Document:</b> 03. Younger International Student Accommodation Arrangements Policy	<b>Revision No.:</b> 1	<b>Authorised by:</b> College Board



- 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?

<b>CRICOS No:</b> 04313F	<b>Date:</b> May 2024	<b>Page</b> 6 of 6
<b>Name of Document:</b> 03. Younger International Student Accommodation Arrangements Policy	<b>Revision No.:</b> 1	<b>Authorised by:</b> College Board

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<b>CRICOS No:</b> 04313F	<b>Date:</b> May 2024	<b>Page</b> 7 of 6
<b>Name of Document:</b> 03. Younger International Student Accommodation Arrangements Policy	<b>Revision No.:</b> 1	<b>Authorised by:</b> College Board