TIAS-TSC-05-02 Change of Education Provider to Taylors – Non Taylors Approved Care Giver and/or Accommodation Provider

Note: This document will be subject to revision. Once it is downloaded it is no longer a controlled document.
1 PURPOSE
The purpose of this document is to provide details of policy and procedures to ensure that appropriate student welfare and accommodation services are provided to students who transfer from another provider to Taylors Senior College.

2 SCOPE
This document applies to TELP, Taylors Senior College (Taylors). This document applies to students on a student visa who are under 18 years of age.

3 RELATED documentation
The National Code 2007
ESOS Act

4 POLICY
Taylors Institute of Advanced Studies Ltd (TIAS) aims to provide superior care to all its students. The National Code 2007 states that students, who are under 18 years of age, not being cared for in Australia by a parent or suitable nominated relative approved by DIAC, must have accommodation, support and general welfare arrangements approved by an education provider.

Taylors has options in place for the provision of Care Giver services from our recommended Care Giver Services.

Taylors has the following options in place for the provision of Accommodation services:

1. Homestay with a Taylors approved Homestay Provider
2. Accommodation with close Relatives or Family Friends

Relatives and Family Friends can be Nominated Accommodation Providers on the understanding that they have an existing and longstanding relationship with the student’s family (minimum of 3 years and that they maintain regular contact with them) and are prepared to provide high quality care for a student. Should the Nominated Individual Accommodation Provider not be a permanent resident of Australia, they must have permission to reside here until the student turns 18 or until the student moves into other approved accommodation.

5 PROCEDURE
The Registrar explains to the student what his/her parents need to do regarding a Taylors Approved Care Giver and/or a Taylors Approved Accommodation Provider:

Care Giver:

a) Choose one of the Taylors Approved Care Giver Companies or
b) Choose to nominate an individual to take on one or both of the roles – Nominated Individual Care Giver and/or Nominated Individual Accommodation Provider.

If the parents want so choose a Taylors Approved Care Giver Company, information regarding the Taylors Approved Care Giver Companies is given to the student.

The parents choose a Taylors Approved Care Giver Company and sign a contract with the individual company. The Registrar updates information in StudyGlobal.

Accommodation:

If the student is not living in Taylors Approved Accommodation, the Registrar will provide the parents with the following options and relevant forms to complete:

a) To move into a Taylors Approved Homestay Homestay Application form
b) To move into Uni-Lodge on A’Beckett Uni-Lodge Application form
c) To have their parents nominate an Individual Accommodation Provider. The Registrar informs the parents of the $260.00 Accommodation Inspection Fee.

If the parents choose to nominate an individual to be the Nominated Individual Accommodation Provider, the Registrar provides the student/parents with Section A and Section B of the Nominated
Individual Care Giver and/or Nominated Individual Accommodation Provider. The Registrar informs the Accommodation Manager of the impending nomination/s.

1. Parents read Section A and return the completed Form A1 to the Accommodation Manager. Form A2 is retained by the parents in the event that they want to cancel the arrangement with their Nominated Individual Care Giver and/or Nominated Individual Accommodation Provider.

2. The student reads and completes Section B. Form B1 is completed and returned to the Accommodation Manager.

3. The Accommodation Manager contacts the Nominated Individual Care Giver and/or Nominated Individual Accommodation Provider and the relevant documents and forms are sent to them. The Nominated Individual Care Giver and/or Nominated Individual Accommodation Provider complete Forms C1 and C2 and/or Forms D1 and D2. Form C3 and Form D3 are retained by the Nominated Individual Care Giver and/or Nominated Individual Accommodation Provider in the event that they decide to cancel their arrangement as the Approved Nominated Individual Care Giver and/or Approved Nominated Individual Accommodation Provider.

4. An interview appointment is made by the Accommodation Manager with the Nominated Individual Care Giver and/or Nominated Individual Accommodation Provider. The Nominated Individual Care Giver and/or Nominated Individual Accommodation Provider is/are required to bring in the completed forms and required documentation.

5. The Accommodation Manager interviews the Nominated Individual Accommodation Provider. Details of the interview having taken place and the Approved Nominated Individual Care Giver and/or Approved Nominated Individual Accommodation Provider are entered into the student’s Study Global notes by the Accommodation Manager. Details are added to the “Students with Nominated Care Givers” spread sheet, which also includes Accommodation Providers.

6. The Accommodation Manager then arranges with a representative of a Homestay Company, to inspect the premises – the Homestay Company Representative completes the Nominated Individual Accommodation Inspection Checklist. The Homestay Company Representative recommends or does not recommend the Accommodation as suitable.

7. The Accommodation Manager informs the Nominated Individual Accommodation Provider via a letter of Approval or Non-Approval to be the Nominated Individual Accommodation Provider for the student. If the Nominated Individual Accommodation Provider is not approved, the parents are also informed and alternative accommodation arrangements are made.

8. The IAC is informed by the Accommodation Manager of the approval or non-approval of the Nominated Individual Accommodation Provider. The IAC informs the parents of the decision of the application.

6 Records

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<tr>
<th>Form</th>
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<tbody>
<tr>
<td>Form A1</td>
<td>Individual Nomination Form</td>
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<td>Form A2</td>
<td>Cancellation of Individual Nomination (for future reference)</td>
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<tr>
<td>Form B1</td>
<td>Student’s Obligations</td>
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<td>Form D1</td>
<td>Nominated Individual Accommodation Provider Details</td>
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<tr>
<td>Form D2</td>
<td>Statutory Declaration – Nominated Individual Accommodation Provider</td>
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<tr>
<td>Form D3</td>
<td>Cancellation of Arrangements (for future reference)</td>
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Nominated Individual Accommodation Provider’s Australian Residency or visa until the student turns 18 years of age

Nominated Individual Accommodation Provider’s Working with Children Check

Study Global notes

“Students with Nominated Care Givers” spread sheet
7 APPENDIX

Taylors Care Giver/Accommodation Information

**Form A1** - Individual Nomination Form
**Form A2** – Cancellation of Individual Nomination (for future reference)
**Form B1** – Student’s Obligations
**Form D1** – Nominated Individual Accommodation Provider Details
**Form D2** – Statutory Declaration – Nominated Individual Accommodation Provider
**Form D3** - Cancellation of Arrangements (for future reference)

**DOCUMENT VERSION CONTROL**

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