



**TRINITY COLLEGE**  
THE UNIVERSITY OF MELBOURNE

**Trinity College Pathways School**  
**Younger Student Policy and Procedures**  
**(under 18 years of age)**

## Overview

Trinity College is an affiliated College of the University of Melbourne.

The Pathways School consists of the Trinity College Foundation Studies Program, the Young Leaders Program and other short programs and conferences.

The College reserves the right to review and make changes to policies and procedures from time to time.

## Scope

These policies and procedures apply to **under-18 students** enrolled in the Pathways School.

If you are an international student under the age of 18, Trinity College must, by Australian law and as outlined in the *Education Services for Overseas Students Act (2000)*, maintain arrangements for your accommodation and welfare.

Under the Act, the College is responsible for your safety and welfare as an under-18 student and for approving your accommodation arrangements. Our responsibility for your accommodation and welfare arrangements ceases on your 18<sup>th</sup> birthday or, in the event of your transferring to another registered provider, when that provider accepts responsibility for you.

All policies and procedures are checked and reviewed every year to ensure that they meet the ESOS framework and *Victorian Child Safe Standards*.

## Acronyms and definitions

*Accommodation provider* – may include student apartments, student hostels, rooming houses, homestay companies and university residential colleges.

*CAAW* – Confirmation of Appropriate Accommodation and Welfare letter.

*CAAW letter* - Confirmation of Appropriate Accommodation and Welfare letter sent from Trinity College to the Department of Home Affairs in accordance with Standard 5 of the National Code.

*CoE* – Confirmation of Enrolment.

*Co-tenants* — all parties to the one tenancy agreement or lease together, with equal rights and one landlord.

*Child Safe Standards* – Victoria has compulsory minimum standards for organisations that provide services for children to help protect children from abuse

*Child safety* – encompasses matters related to protecting all children from child abuse, managing the risks of child abuse, providing support to a child at risk of child abuse and responding to incidents or allegations of child abuse.

*Curfew Condition Agreement* – conditions imposed on you as a student to manage your welfare if you breach our Under 18 Curfew Safety Policy and Procedure.

*eCOE* – electronic Confirmation of Enrolment.

*ESOS framework* – Principally comprises the *Education Services for Overseas Students Act 2000* (ESOS Act), and associated regulations and legislation including protections for tuition and the National Code which sets nationally consistent standards to deliver quality education and training to international students.

*HA* – Department of Home Affairs, the Australian Government’s portfolio which includes all immigration and visa matters.

*HAO* – Housing and Accommodation Office at Trinity College.

*Landlord* —

- (a) the person by whom premises are let under a tenancy agreement; or
- (b) the person by whom the premises are to be let under a proposed tenancy agreement.

*Minder* – A care-giver nominated by the parents or delegated authority who must be approved by the College.

*Owner* — in relation to rented premises, means the owner in fee simple of the premises.

*National Code 2018* – The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) provides nationally consistent standards for the conduct of registered providers and the registration of their courses.

*Pre-approved accommodation* – External accommodation providers who have met the Trinity College Accommodation Service Standards.

*PRISMS* – Provider Registration and International Student Management System.

*Private accommodation* – An address approved by the College for the student to live full-time with the minder.

*Rented premises* — in relation to a tenancy agreement to which this Act applies means the premises let under the tenancy agreement.

*Resident* — in relation to a rooming house, a person who, with the agreement of the rooming house owner, occupies a room as his or her only or main residence.

*Residential Tenancies Act 1997* – Defines the rights and duties of landlords and tenants of rented premises, as well as the rights and duties of rooming house owners and residents of rooming houses.

*Room* —a room in a building, where the room is occupied or intended to be occupied for the purpose of a residence by a person having a right to occupy the room together with a right to use in common with others.

*Rooming house* — a building in which there is one or more rooms available for occupancy on payment of rent

- in which the total number of people who may occupy those rooms is not less than 4; or
- in respect of which a declaration under section 19 is in force.

*Rooming house owner* — in relation to a rooming house which is leased to a person who conducts the business of operating the rooming house, includes the lessee.

*Rooming house provisions* — any provisions of this Act to the extent to which they apply to a room, a rooming house, a resident of a room in a rooming house, a rooming house owner or a rooming house mortgagee.

*Self-contained apartment* — a portion of a building which forms a self-contained residence, including kitchen and bathroom and toilet facilities, under the exclusive possession of the occupier.

*Student Welfare Office* – the Student Welfare Office at Trinity College.

*Sub-letting* — when a tenant transfers part (but not all) of their interest under a tenancy agreement to another person. The first tenant is called the head tenant and the second tenant is called to sub-tenant. The agreement between them is called the sub-lease.

*Tenancy agreement* — an agreement, whether or not in writing and whether express or implied, under which a person lets premises as a residence.

*Tenant* — Residential Tenancies Act 1997 Act No. 109/1997

- the person to whom premises are let under a tenancy agreement; and
- the person to whom premises are to be let under a proposed tenancy agreement

*Trinity College* – Trinity College Pathways School, registered provider of a Foundation Studies program.

*TCFS* – Trinity College Foundation Studies.

*WWCC* – The Working with Children Check assists in protecting children from sexual or physical harm by ensuring that people who work with, or care for them, are subject to a screening process.

*Younger student* – a student under the age of 18 years

## **Commitment to Child Safety**

Trinity College is committed to safety and wellbeing of all children and young people and to ensuring child safety. This is the primary focus of our care and decision-making. Trinity College has zero tolerance for child abuse.

Trinity College is committed to promoting child safety by providing a child-safe environment where children and young people are safe and feel safe and their voices are heard about decisions that affect their lives. Particular attention is paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as safety of children with a disability.

Every person involved in Trinity College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make. See the *Trinity College*

*Child Safe Policy* for further information.

## **Policy on younger students (Accommodation)**

Trinity College Pathways School ensures that appropriate welfare and accommodation arrangements are in place for you as a student under the age of 18 enrolled in any of our programs.

In particular, if you are not in the care of a parent or suitable nominated relative, you will have arrangements made for you to protect your personal safety and social and physical wellbeing.

Trinity College complies with the Victorian Child Safe Standards.

If you are not in the care of a parent or nominated relative, you will receive a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter from us, once approval of your accommodation and welfare arrangements is confirmed.

In the letter, we will nominate the beginning and end dates for the period we will assume responsibility for you as an under-18 student and will inform the Department of Home Affairs (HA) of these dates. The beginning date will be two weeks before the Confirmation of Enrolment (CoE) dates and the end date will be one week in addition to the Confirmation of Enrolment (CoE) dates.

If you have been issued a CAAW letter and you breach the conditions of this policy, you will be reported to the Department of Home Affairs (HA) and your CAAW cancelled. You will need to contact HA regarding your welfare and accommodation arrangements.

During your orientation at Trinity, you will be given information about the Trinity After Hours Helpline, which is staffed by Trinity staff. You will also receive information on how to report any incidents or allegations of abuse (physical, sexual or other).

You must advise Trinity College within 24 hours of any change to your or your parents' or guardian's address or contact details.

The Department of Home Affairs (HA) will be informed if your CAAW letter is no longer required, i.e. if you will be cared for by a parent or nominated relative approved by the Department.

Your parents and HA will be informed within 24 hours, if Trinity College can no longer approve your accommodation and welfare arrangements.

### **Appropriate arrangements**

Students may choose from the options below:

#### **1. Accommodation approved by the Department of Home Affairs:**

- a. With a parent or legal custodian, as long as they reside with the student in Australia.
- b. With a relative who is a grandparent, brother, sister, aunt, uncle, niece or nephew, or a step-parent, step-brother, step-sister, step-aunt, step-uncle, step-niece or step-nephew, who is nominated by a parent or guardian, aged at least 21 and of good character.

## **2. Accommodation approved by Trinity College and CAAW issued:**

- a. In accommodation approved by Trinity College
- b. Private address living with minder (subject to assessment).

Trinity College will ensure that students have appropriate welfare and accommodation arrangements in place, before they apply for a visa.

Once Trinity College has issued the CAAW letter, any changes to accommodation or welfare arrangements must be approved by Trinity College. You must have your parents' consent before you seek approval for a change to your accommodation and welfare arrangements as an under-18 student

### **Multiple courses and accommodation**

Where you are enrolled in more than one course in Australia, Trinity College will be responsible for accommodation and welfare arrangements during the period you are enrolled with us. Periods or breaks between courses will be negotiated with other providers prior to the break to ensure that there is no gap in accommodation and welfare arrangements. If there is a gap in the arrangements between providers, you will be expected to return home during this time.

### **Termination, suspension or cancellation, and transfer of education provider**

In the event that Trinity College, or you as an under-18 student terminates, suspends or cancels your enrolment, Trinity College will continue to check and monitor your accommodation and welfare arrangements until:

- 1) you are enrolled at another institution and that institution assumes responsibility for your accommodation and welfare;
- 2) you leave Australia;
- 3) a parent or nominated relative approved by HA takes care of you;
- 4) Trinity College notifies HA via PRISMS that it can no longer approve arrangements for you.

If you refuse to accept the accommodation and welfare arrangements that we have approved - after all attempts to negotiate with you have been exhausted – we may decide to terminate your enrolment and report this to HA.

If you go missing and all attempts to contact you have failed, we will contact your parents, implement our Critical Incident Management Plan, and make all reasonable efforts to locate you, including contacting the police and any other government agencies.

Where your status has changed due to a visa change, cessation of studies or suspension of studies, your CAAW will be updated and HA notified accordingly.

If Trinity College agrees to allow you to transfer to another provider, or agrees to receive you from another provider, Trinity College will negotiate a transfer date to ensure there is no gap in your care. In this case, you will be informed of the arrangements and transfer date. If a transfer date cannot be negotiated, you will need to have other welfare arrangements approved by your current provider or return to your home country until the new welfare arrangements take effect.

## **Emergency accommodation**

The Housing and Accommodation Office provides short term emergency accommodation which covers the following situations:

- eviction
- moving into an illegal sublet;
- financial difficulties
- conflict and relationship problems and
- sexual assault

Emergency accommodation and procedures are reviewed every six months and disseminated to all staff working on the Trinity Helpline.

## **Under-18 Accommodation and Curfew Safety**

In accordance with the ESOS Act, the Pathways School is required to monitor your living arrangements, unless you are cared for by a parent or legal guardian approved by the Department of Home Affairs (HA). In pre-approved accommodation, you are required to comply with daily curfew checks.

### **Pre-approved accommodation**

If you are staying in pre-approved accommodation, curfew information will be sent to you and your agent prior to arrival and a reminder is given during orientation. On arrival at the accommodation, you will receive the relevant curfew documents. The accommodation provider will explain the curfew procedures and it is your responsibility to ask questions if you are uncertain about any of the procedures.

### **Curfew procedure**

- If you are living in pre-approved arrangements, you are required to sign the curfew roll by 10 p.m. each night at the designated location within your accommodation.
- If you are in homestay arrangements, you are required to check in prior to 10 p.m. or as agreed with your host.
- Unless specified otherwise, you are required to bring a form of photo ID when signing the curfew roll.
- You must only sign for yourself. If someone else signs on your behalf, you are in breach of this policy. Please see Table 1 for penalties that apply.
- If you miss the curfew check, you must email the Student Welfare Office at ([welfare@trinity.unimelb.edu.au](mailto:welfare@trinity.unimelb.edu.au)) before 10 a.m. the following day to explain the circumstances.
- You must remain in your accommodation after signing in, unless there is an emergency.

- If you need to return to your accommodation later than curfew, or stay overnight at a different location, you must seek permission from the Student Welfare Office in advance. A consent letter from your parent(s) or legal guardian including accommodation details must be emailed to the Student Welfare Office for the request to be considered.
- **Student Welfare Office requires notice before 3 p.m. on working days of any curfew exemption request.** Any request received after 3 p.m., over the weekend or on a public holiday will not be approved and you must remain in your accommodation.
- If you are found to be absent after curfew without prior approval, you are in breach of this policy. Please see Table 1 – Curfew penalties for penalties that apply.

**Table 1 - Curfew penalties**

**A breach of this Policy may result in termination of your enrolment.**

Curfew Breaches	Action
Curfew breaches without an explanation	<ul style="list-style-type: none"> <li>• First offence - Warning notice (copy to parents and education agent) - Conversation with Student Welfare Office staff</li> <li>• Second offence - Warning notice (copy to parents and education agent), - Meeting with Student Welfare Manager and - Curfew Condition Agreement.</li> <li>• Third offence - Meeting with Assoc. Dean, Student Services - Final warning – enrolment may be terminated (copy to parents and education agent)</li> </ul>
Forging signature/ someone else sign curfew roll /leaving the building after curfew sign in	<ul style="list-style-type: none"> <li>• First offence - First warning</li> <li>• Second offence - Meeting with Student Welfare Manager</li> <li>• Final warning – Meeting with Associate Dean Student Services – enrolment may be terminated</li> </ul>
<p>Curfew Exemptions</p> <ul style="list-style-type: none"> <li>• If you have parental/ legal guardian permission to be absent.</li> <li>• If you present a valid explanation before 10am the following day.</li> <li>• If you provide a valid explanation for situations, such as illness supported by a medical certificate, emergency, compassionate situation, notification from counselling.</li> </ul>	

You must check your Trinity College email regularly. All emails sent are deemed to be delivered.



## **Change of accommodation**

If you wish to change accommodation you must visit the Housing and Accommodation Office.

Approval will only be granted in situations of extreme difficulty:

- Eviction
- Financial difficulties (evidence must be provided)
- Sexual or physical assault
- Medical reasons (medical certificate must be provided)
- Crime or trauma

## **Procedure for checking and monitoring accommodation**

Trinity College has a number of preferred student accommodation providers for under-18 students, which are listed on our website.

The following procedure is followed by Trinity College for checking, selecting and monitoring the listing of an accommodation provider. Providers are checked at least every six months.

All staff employed by accommodation providers (or homestay families), where under-18 students are housed, must have a current *Working with Children Check* (WWCC.)

Accommodation providers must provide an orientation program for students to inform them of policies/guidelines, as well as having suitable people in charge on-site who are over the age of 21 and accessible 24 hours a day.

Trinity College may appoint under-18 supervisor/s to live in the accommodation and supervise the under-18 Trinity College students.

Accommodation providers must have appropriate contents insurance.

## **Application process for accommodation providers**

### *Step 1*

Accommodation providers complete and return the Trinity College Accommodation Application and Declaration Forms and provide their internal policies and procedures on under-18 students to Trinity College, as follows:

- a. Statement of Commitment to the Victorian Child Safe Standards
- b. Helpline emergency contact
- c. Other related policies and procedures.

Accommodation providers are required to distribute and explain Trinity College's Curfew Policy and Procedure to under-18 students on arrival.

### *Step 2*

Signed and completed documents must be returned to the Housing and Accommodation Office, where they are checked.

#### *Step 3*

A site visit is arranged by the Housing and Accommodation Manager. Further information about Trinity College's requirements for under-18 students is provided.

For new accommodation providers, a site visit is arranged prior to *Step 1*.

#### *Step 4*

If the facility is deemed appropriate for under-18 students, a letter of approval will be sent. This letter indicates that there will be a review conducted whenever there are serious concerns or complaints from students.

#### *Step 5*

If there are legitimate student complaints, or Trinity College deems the accommodation to be unsuitable, the accommodation provider will be asked in writing to resolve the issue/s as soon as possible. If issues continue or the accommodation provider does not resolve the situation in a timely manner, the accommodation provider may be removed from the Trinity College website.

## **U18 Shared Accommodation**

Pre-approved accommodation at the Pathways School for all under 18 students recommends that we do not proceed with one lease where the first tenant is called the head-tenant and the second tenant is called the sub-tenant e.g. split lease, mutual agreement.

In the *Residential Tenancies Act 1997* this falls under Sub-Letting. Sub-letting is when a tenant transfers part (but not all) of their interest under a tenancy agreement to another person. The agreement between them is called a sub-lease. The period of the sub-tenant's agreement with the head-tenant cannot be longer than the head-tenant's lease with their landlord.

If you want to sub-let a rental property, you must get the landlord's written consent. If you are thinking of becoming a sub-tenant you should ask to see written consent from the landlord to the head-tenant.

### **Circumstances justifying no shared accommodation**

Co-tenants are all parties to the one tenancy agreement or lease together, with equal rights and one landlord. On the other hand, circumstances that may indicate a sub-letting situation are:

- One tenant signed a written tenancy agreement with the landlord and the other did not
- One tenant moved in before the other and later tenant paid bond to the first tenant
- One tenant collects the rent from the other and pays the landlord
- One tenant is responsible for all dealings with the landlord (e.g. repair requests, giving notices)

None of these circumstances alone will prove that there is a sub-letting arrangement, as the legal situation depends on the facts in each particular case. While it is not always clear when a sub-letting

arrangement exists, the difference between a sub-lease and a co-tenancy can be important if a dispute arises between yourself and another tenant.

## **Administrative procedure for settlement of disputes**

In the event that this situation has occurred the parents would need to take full responsibility for this agreement. If a cancellation of tenancy is needed between students they will need to follow the cancellation procedure associated with the lease in accordance with relevant legislation.

### **Internal**

- The parents will need to sign a request for permission 'Condition Letter'.
- The parents will need to agree for their children to move residency (if relevant).
- The parents and the students need to work together to share expenses e.g. utilities, rent etc.

### **External**

Foundation Studies students may take the matter directly to the Dispute Settlement Centre <http://www.disputes.vic.gov.au>, however, both parties to the dispute must agree to go to mediation.

If you need legal advice you can contact one of the Federation of Community Legal Centers listed at <http://www.communitylaw.org.au>, who provide free legal advice to eligible clients.

From the time you first contact the Dispute Settlement Centre to the conclusion of your matter a Dispute Assessment Officer (DAO) will manage your case. DAOs are also trained, nationally accredited mediators.

A DAO listens to your concerns and helps you to clarify your issues. The DAO will be able to suggest options, strategies and negotiation techniques, which may assist you in resolving your dispute. The DAO will also be able to refer you to a range of agencies that may be more appropriate for your matter.

If you would like to arrange a mediation session, a DAO can write to the other person(s) involved in the dispute and invite them to mediation.

The DAO will then have a discussion with the other person and if that person accepts the invitation, the DAO will organise a mediation session at a time suitable for all parties. You will be given assistance to prepare for the mediation.

Not all disputes are suitable for mediation, so a DAO will ask you a number of questions in order to determine if your matter is suitable for mediation.

## Schedule

Bedroom Type	U18 Student Approval
Studio Twin Share – Combined Lease	Approved if application is made off shore. Applicants must be same gender.
Studio Twin Share – Individual/Split Lease	Approved but must be the same gender. Under 18 & over 18 is okay
Two bedroom – Combined Lease	Approved if application is made off shore. Applications made on shore will be considered on a case by case basis. Applicants must be same gender unless siblings.
Two bedroom – Individual/Split Lease	Approved but must be the same gender. Applicants must be same gender unless siblings.
Three bedroom – Combined Lease	Approved if application is made off shore. Applications made on shore will be considered on a case by case basis. Applicants must be same gender unless siblings.
Four bedroom - Combined Lease (Arrow)	Approved if application is made off shore. Applications made on shore will be considered on a case by case basis. Applicants must be same gender unless siblings.
Four bedroom, where each room is a twin - Individual/Split Lease (Urbanest)	Approved but all occupants of the apartment must be the same gender. Under 18 & over is 18 okay
Homestay	Approved but must be the same gender. Under 18 & over is 18 okay.

### Termination of Agreements with accommodation providers and homestay companies

The Housing and Accommodation Office completes a six-monthly risk audit on all pre-approved accommodation providers and homestay companies.

Upon receiving student issues and complaints, the Housing and Accommodation Office will manage each case by providing appropriate advice and advocacy on the student's behalf, if required, until an outcome is reached.

Where the service does not meet Trinity College standards, the accommodation provider will be formally notified and informed of the improvements that must be made.

Where Trinity College has a signed formal agreement with an accommodation provider, the terms and conditions of that Agreement will apply to termination.

The process for discontinuation/termination is as follows:

- The accommodation provider will be given a maximum of two weeks to make the required changes.
- Trinity College will undertake another assessment of the accommodation provider service.
- If the arrangements still do not meet the standards, Trinity College may choose to suspend or remove the accommodation provider from the approved list no later than the end of the following business day.
- Trinity College will be responsible for arranging suitable alternative arrangements for any affected students, in agreement with their parents.
- The student's parents will be responsible for the usual costs associated with alternate arrangements.

Where Trinity College removes an accommodation provider from the approved list, it is under no obligation to disclose the reasons for such a decision.

The following breaches will be considered just cause for discontinuation/termination:

- Sexual misconduct e.g. sexual assault and unwanted sexual attention
- Harassment, bullying and discrimination
- Cyber bullying
- Theft
- Falsification of records
- Misrepresentation of personal information
- Poor cleanliness/hygiene
- Maintenance and repairs not carried out
- Lack of vermin control
- Poor safety and security

An accommodation provider may discontinue services to Trinity College students providing a minimum of two weeks' notice to the Housing and Accommodation office.

## **AIRPORT RECEPTION PROVIDERS**

### **Procedure for checking, monitoring and terminating arrangements with airport reception providers**

From 2018, under-18 students who arrive unsupervised will be met at the airport by the airport reception company approved by Trinity College, unless you are accompanied by parents or met by official minders. All airport reception drivers must be qualified and accredited and in compliance with the Taxi Services Commission requirements.

The following procedure is followed when checking, monitoring and/or terminating an arrangement with an airport reception provider:

*Step 1*

Provider is sent the following documents to sign and complete:

- a) Trinity College's Airport Reception and Transfer Service Standards.
- b) Application and Information Form.

*Step 2*

Once all documentation has been returned and checked, a letter of confirmation is provided.

*Step 3*

Complaints about the airport reception provider are investigated by the Housing and Accommodation Office and the airport reception provider will be notified.

*Step 4*

If there is an increase in the number of complaints or there are serious issues, the Housing and Accommodation Manager will raise the issues with the provider and make a request in writing that service standards be upheld. If the issues are not resolved, the services will be discontinued and an alternative company will be selected.

*Step 5*

The Trinity College Housing and Accommodation Manager will meet with the airport reception provider every six months to discuss any issues.

## **STUDENT MINDERS**

### **Approval and monitoring of student minders**

The Student Welfare Office of Trinity College is responsible for assessing and approving private accommodation and welfare arrangements if you are aged under-18. Requests for a minder to take care of you can only be submitted after you accept an offer from Trinity College and pay the required fees.

*Step 1*

To apply for a minder your parents/guardian must submit the following:

- CAAW Minder Nomination Form (SW-013)
- Copy of your parent's/guardian's passport page with signature (this signature must match signature on the Minder Nomination Form)
- Copy of the photo page of the minder's passport
- Copy of the minder's Australian Visa.

*Step 2*

The Student Welfare Office will ask the minder to complete and return the documents and forms in the minder information pack. Minders must conform with the requirements outlined in the pack.

*Step 3*

Upon receipt of completed documents, the Student Welfare Office will arrange an interview with the minder to discuss care and accommodation requirements, expectations and legal requirements, including the Child Safe Reporting Process.

*Step 4*

A home visit will be arranged by the Student Welfare Office to ensure suitability of the living arrangement.

*Step 5*

If the assessment of the nominated minder is successful, Trinity College will issue the eCOE and CAAW.

*Step 6*

The Student Welfare Office will arrange a meeting with you upon commencement of the course to ensure that you have settled in and are aware of the minder’s obligations. The Student Welfare Office will monitor your wellbeing and living arrangements by regular contact with you and your minder until you turn 18.

*Step 7*

Trinity College reserves the right to vary any decision made on the basis of incomplete or false information or a breach of any legal requirements and CAAW conditions. This may result in immediate cancellation of your visa.

**Note:** Once a CAAW is issued for you to live with an approved minder, no new minder will be considered thereafter. If you wish to move, you have the option to move into Trinity pre-approved accommodation.

<b>Trinity College Pathways School Younger Students Policy</b>	
CRICOS Code	00709G
ABN	39 485 211 746
Date of current revision	August 2018
Topic	Younger students (Under 18 years)
Review date	August 2020
Business Owner	Associate Dean, Student Services
Authorising body	Pathways School Executive
Audience	Public – Students, parents
Related legislation and government departments	Department of Education and Training (Cth) Department of Home Affairs (Cth) Education Services for Overseas Students Act 2000 (ESOS Act) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) Overseas Students Ombudsman Criminal Code Act 1995 (Cth) Crimes Act 1958 (Vic) Commission for Children and Young People Act 2012 Victorian Child Safe Standards
Related documents	TCPS Complaint Policy and Procedure TCPS Student Code of Conduct TCPS Variations to Student Enrolment

	TCPS Special Consideration Policy and Procedures TCPS Procedures for Monitoring Student Attendance Trinity College Child Safe Policy Minder Information Pack Child Safe Reporting Process TCPS Student Curfew Safety Policy
Notes	Students are bound by all applicable federal and state legislation.
Published	Intranet and corporate site



## PROCEDURES FOR APPROVING AND MONITORING THIRD PARTY PROVIDERS

### STUDENT WELFARE OFFICE

Approves living with minder at private accommodation

#### Application/Notification

- From agent/parents-minder application signed by parents/guardians.
- From minders - application and supporting documents submission.

#### Review

- Arrange interview with minder upon receiving documents.
- Conduct home inspection.
- Minder to submit statutory declaration at 6 months

#### Approvals

- Notify approvals to Registration Office to issue CAAW.
- Registration Office will notify agent about CoE and CAAW.
- If not approved, Welfare to notify agent and copy Registration.

### HOUSING & ACCOMMODATION OFFICE

Approves U18 Accommodation Providers

#### Application/Notification

- Documents collected and reviewed.
- Inspections every 6 months - provide feedback to accommodation providers, and follow-up with outstanding documentation.

#### Review

- Record and manage student issues and complaints upon receipt.
- Provide advice and advocacy on behalf of students.
- Complete annual assessment.

#### Termination

- All terminations shall be in accordance with the Accommodation Service Standards.

### HOUSING & ACCOMMODATION OFFICE

Approves Airport Reception and Transfer Provider

#### Application/Notification

- Application received and reviewed.
- Ensure Transfer Provider is compliant with the Airport Reception and Transfer Service Standard and other relevant legislation.

#### Review

- Airport Reception and Transfer Service Standards reviewed every 6 months.
- Record and manage upon receiving issues and complaints.

#### Termination

- Trinity College reserves the right, in its absolute discretion, to suspend or remove the Transfer Provider from its website at anytime.



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