

Policy Owner: College Director and Principal
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Policy Code: QMKPO002

| | |
|--|---|
| Intent | 1 |
| Organisational Scope | 1 |
| Definitions | 1 |
| Policy Content | 1 |
| Marketing and Admissions | 2 |
| Orientation and Onboarding of Underage Students (Minors) | 2 |
| Ongoing Monitoring of and Support for Underage Students (Minors) | 2 |
| Health, Safety and Wellbeing of Underage Students | 2 |
| The College Environment | 3 |
| Welfare and Accommodation Arrangements for International Underage Students | 4 |
| Training | 4 |
| Reporting | 4 |
| Accountabilities and Responsibilities | 4 |
| Related Documents | 5 |
| Contact Information | 5 |
| Approval History | 5 |

1. INTENT

- 1.1 This Policy outlines the principles under which Edith Cowan College will:
- Welcome, monitor and support Underage Students (Minors); and
 - manage welfare and accommodation arrangements for unaccompanied International Underage Students (Minors) under the [National Code of Practice for Providers of Education and Training to Overseas Students](#).

2. ORGANISATIONAL SCOPE

- 2.1 This Policy applies to all Edith Cowan College current and prospective Students under the age of 18.
- 2.2 Partner Providers that offer an Edith Cowan College award are responsible for the management and support services for Underage Students (Minors) as outlined in the specific Service Level Agreements.

3. DEFINITIONS:

- 3.1 The [Glossary of Policy Terms](#) applies to this Policy.

4. POLICY CONTENT:

- 4.1 Edith Cowan College will ensure the wellbeing of Underage Students (Minors) and will comply with government legislation and regulations relating to Minors.

- 4.2 Underage Students (Minors) need to be at least seventeen (17) years of age to start at Edith Cowan College.

Marketing and Admissions

- 4.3 Marketing Staff will ensure that the ECC website contains accurate and up-to-date information regarding the College, its Courses and how it supports Underage Students (Minors), including this Policy and the *Underage Students (Minors) Procedures*, so that prospective Students and their families can make informed decisions.
- 4.4 Admissions Staff will:
- a) ensure all necessary paperwork has been completed and submitted by Underage Students (Minors) and their parents or legal guardians prior to Admission; and
 - b) issue Underage Students (Minors) and their parents or legal guardians with a Letter of Offer that mentions this Policy, the *Underage Students (Minors) Procedures* and legislative and government requirements relating to Minors.

Orientation and Onboarding of Underage Students (Minors)

- 4.5 ECC will support all new Students in their transition to the College environment and to higher education study, as outlined in the [Support for Students Policy](#) and the [Academic Progression Policy](#).
- 4.6 Underage Students (Minors) will be provided with a tailored Orientation program and onboarding process.
- 4.7 Underage Students (Minors) will be provided with administrative support, particularly at the start of their learning journey, to help prepare them for classes.

Ongoing Monitoring of and Support for Underage Students (Minors)

- 4.8 The Student Counsellor is the dedicated support person for Underage Students at ECC and will both proactively engage with Minors and respond to and be available to Minors to discuss problems they may be experiencing with life and/or study.
- 4.9 In relation to Underage Students (Minors), ECC will monitor a range of wellbeing and academic indicators, including attendance and academic performance.
- 4.10 ECC will respond to indications that an Underage Student (Minor) is at risk with an appropriate intervention. Intervention may entail one or more actions including increased monitoring, wellbeing advice, counselling, academic support, information support and warnings.
- 4.11 ECC will contact parents or legal guardians of Underage Students (Minors) to provide information and to obtain approvals, as and when appropriate.

Health, Safety and Wellbeing of Underage Students

- 4.12 ECC Staff will be required to obtain a National Police Certificate (NPC) prior to commencing work with the College and to maintain compliance with this Certificate on an ongoing basis.
- 4.13 The Student Counselor will maintain a current Working with Children Check (WWC).
- 4.14 All health, safety and wellbeing concerns about an Underage Student (Minor) will be reported by Staff to the College Director and Principal and the Student Counsellor as soon as possible.

- 4.15 Where a health and safety incident occurs in relation to an Underage Student, ECC's emergency response will be undertaken as outlined in the [Wellness, Health and Safety Policy](#) and [Wellness, Health and Safety Procedures](#).
- 4.16 Where an Underage Student (Minor) is exposed to sexual violence, ECC will involve the Student Counsellor in a trauma-informed response, according to the [Sexual Assault and Sexual Harassment Prevention and Response Policy](#) and [Sexual Assault and Sexual Harassment Response Procedures](#).
- 4.17 If the welfare and/or accommodation arrangements break down ECC's College Director and Principle (or Nominee) will manage the Critical Incident and may assemble the Critical Incident Management Team (CIMT), following the [Critical Incident and Business Continuity Policy](#) and [Critical Incident and Business Continuity Procedures](#).

The College Environment

- 4.18 ECC's application processes and entry requirements are publicly available on the [ECC website](#) to enable informed decision-making about educational offerings and experiences by Prospective Students and their families.
- 4.19 The College is an adult environment and Students are expected to act as adults and to assume an adult level of responsibility.
- 4.20 Students will be informed about ECC's expectations in relation to their behaviour in the [Student Conduct Policy](#).
- 4.21 Students will be expected to have the necessary skills to study independently alongside people from a wide variety of ages and backgrounds, including:
- being self-directed learners;
 - monitoring their timetable and Assessment schedule;
 - setting goals and structuring study time to enable them to participate effectively and academically progress; and
 - engaging with adult content in some Units.
- 4.22 Students will have access to the Internet via College portals and while the College has Policies regarding access to inappropriate material ([IT Acceptable Use Statement](#)) and does apply some filters, Students generally have open access to the Internet and are expected to self-manage. Accordingly, Students – including Underage Students – who do not wish to be exposed to material that may include explicit sexual, political, religious and racial references need to consider these factors before Enrolling.
- 4.23 Where possible and appropriate, ECC will make administrative decisions, such as timetabling, with the wellbeing of Underage Students (Minors) in mind.

Welfare and Accommodation Arrangements for International Underage Students

- 4.24 The Australian Government [Department of Home Affairs](#), under the [Education Services for Overseas Students \(ESOS\) Act 2000](#) and the [National Code of Practice for Providers of Education and Training to Overseas Students](#), requires International Students under the age of 18 to have approved welfare and accommodation arrangements while they undertake study in Australia, before a visa is granted.
- 4.25 International Underage Students (Minors) Enrolling at ECC must either:
- nominate a relative for approval by the Department of Home Affairs; or

- b) arrange for an ECC-approved welfare and accommodation arrangement, outlined in a *Confirmation of Appropriate Accommodation and Welfare* (CAAW) letter.
- 4.26 ECC will ensure that acceptable welfare and accommodation arrangements are in place from the time the Underage Student (Minor) enters Australia until the Student turns 18.
- 4.27 The Student Counsellor will:
- a) monitor welfare and accommodation requirements for Underage Students (minors);
 - b) support Students who are experiencing problems or who have concerns about the suitability of their welfare or accommodation requirements;
 - c) notify Students if their arrangements contravene details on the *Confirmation of Appropriate Accommodation and Welfare* (CAAW) letter;
 - d) approve all temporary variations to approved welfare and accommodation arrangements; and
 - e) complete mandatory reporting if ECC is no longer able to approve the CAAW.
- 4.28 The Student Counsellor and College Director and Principal will monitor the effectiveness of Third Party provision of welfare and accommodation services to Underage Students (Minors) and will take action to change ECC's agreements with Third Party providers, where necessary.

Training

- 4.29 ECC will train new and ongoing Staff in child safe practices, with reference to Government legislation and regulations and ECC Policies and Procedures.

Reporting

- 4.30 ECC will report to the Academic Council and the Board of Directors about the wellbeing and academic performance of Underage Students (Minors) at the College.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

- 5.1 As Policy Owner, the **College Director and Principal** is responsible for ensuring that Underage Students (Minors) at ECC are looked after according to this Policy.
- 5.2 The **Student Counsellor** is responsible for being the main contact for Underage Students (Minors) at ECC and for adhering to the contents of this Policy.
- 5.3 **Student and Academic Services** (SAS) is responsible for monitoring the Attendance of Underage Students (Minors) and managing ECC's reporting obligations relating to Minors in PRISMS.

6. RELATED DOCUMENTS:

6.1 Relevant to this Policy are the following documents:

[Academic Progression Policy](#)
[Admissions Policy](#)
[Critical Incident and Business Continuity Policy](#)
[Enrolment Policy](#)
[Privacy Policy](#)
[Sexual Assault and Sexual Harassment Prevention and Response Policy](#)
[Support for Students Policy](#)
[Staff Code of Conduct](#)
[Student Conduct Policy](#)
[Wellness, Health and Safety Policy](#)

6.2 This Policy has been developed in line with requirements set out in the:

[Education Services for Overseas Students \(ESOS\) Act 2000](#)
[National Code of Practice for Providers of Education and Training to Overseas Students](#)
[Migration Act 1958](#)
[Migration Regulations 1994](#)
[Privacy Act 1988](#)
[The ELICOS Standards 2018](#)

7. CONTACT INFORMATION:

For queries relating to this document please contact:

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| POLICY OWNER | College Director and Principal |
| ALL ENQUIRIES CONTACT: | Quality and Compliance Manager |
| TELEPHONE: | 6279 1133 |
| EMAIL ADDRESS: | justask@ecc.edu.au |

8. APPROVAL HISTORY:

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|------------------------------------|---|
| POLICY APPROVED BY: | Senior Executive Team |
| DATE POLICY FIRST APPROVED: | December 2017 |
| DATE LAST MODIFIED: | |
| REVISION HISTORY: | January 2022. March 2024. Clarification of ECC's requirements for welfare and accommodation arrangements. Age requirement for Minors raised to 17. Changed to a principle-based Policy and removed procedural information. |
| NEXT REVISION DUE: | March 2026 |