



University of
South Australia

Centre for
English Language

HOMESTAY HOSTS AND STUDENT RESIDENCE SELECTION, APPROVAL, REVIEW AND SUSPENSION PROCEDURE

SECTION D - PROCEDURE

Related Policy

Homestay Host and Student Residences Selection, Approval, Review and Suspension Policy

D.1 Procedure

Responsible	Procedure Steps		W/ I
	1	Selection of a Homestay Host	
Prospective Homestay Host	1.1	Contact the Accommodation Office to enquire about hosting international students.	
Accommodation Officer	1.2	Screen prospective Homestay Host.	
	1.3	If the Homestay Host meets the Homestay Host selection criteria send them the Homestay Host Profile and Homestay Handbook.	
Prospective Homestay Host	1.4	Complete required information and have necessary checks. On completion return to the Accommodation Office.	
Accommodation Officer	1.5	Once all documentation is received arrange a home visit.	
	1.6	If the home visit is satisfactory add the Homestay Host to the data base.	
	1.7	If the homestay visit is not satisfactory notify the homestay.	
	2	Selection of a Residence	
Accommodation Officer	2.1	Approach the Residence to gather information about its facilities.	
	2.2	Arrange a visit.	
	2.3	If the visit is satisfactory and the Residence meets the selection criteria add it to the data base.	
	3	Review of Homestays and Residences	
Accommodation Officer	3.1	If a complaint is received from a student that warrants investigation, contact the Homestay Host or Student Residence to discuss and arrange a visit if necessary.	
	3.2	Visit Homestay Hosts and Residences every three years and update relevant homestay documents.	
	3.3	Continually monitor and ensure that every person over the age of 18 who is resident in the Homestay or Student Residence has a current Working With Children Check (WWCC).	

Responsible	Procedure Steps		W/ I
	4	Suspension of Homestay Host or Residence	
Accommodation Officer	4.1	Where a review indicates the Homestay Host or Residence is no longer suitable remove them from the database.	

D.2 Supporting Documentation

Related material	Location
Homestay Handbook	Accommodation
Homestay Host Selection Criteria	Accommodation

Form templates	Retention time	Location
Informed Consent Form, DCSI Screening Unit, Working With Children Check	N/A	Department for Human Services
Student Residence Checklist	Destroy 5 years after last action	Accommodation
Homestay Host Profile	Destroy 5 years after last action	Accommodation

Records (including completed forms)	Retention time	Location
Data Base	Destroy 8 years after action completed	Accommodation
Homestay Host Profile	<ul style="list-style-type: none"> Successful applications – destroy 8 years after action completed Unsuccessful application – destroy 1 year after semester ends 	Accommodation
Student Residence Checklist (completed)	<ul style="list-style-type: none"> Successful applications – destroy 8 years after action completed Unsuccessful application – destroy 1 year after semester ends 	Accommodation
Homestay Host Profile (completed)	<ul style="list-style-type: none"> Successful applications – destroy 8 years after action completed Unsuccessful application – destroy 1 year after semester ends 	Accommodation

Record of visits	Destroy 5 years after last action	Accommodation
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D.3 Version Control

Current Version Number	2.0
Date of Effect	06/2022
Privilege Level	Public