



University of  
South Australia

Centre for  
English Language

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# HOMESTAY HOSTS AND STUDENT RESIDENCES SELECTION, APPROVAL, REVIEW AND SUSPENSION POLICY

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## SECTION A - INTRODUCTION

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### A.1 Purpose

This policy defines how South Australian Institute of Business and Technology (SAIBT) and Centre for English Language in the University of South Australia (CELUSA) manages the selection, approval and suspension of homestay hosts and student residences.

### B.2 Scope

Homestay hosts and student residences that are approved accommodation providers for international and domestic students attending SAIBT/CELUSA.

The Accommodation Officers are responsible for the selection, approval and suspension processes.

### A.3 Definitions

<b>Word/Term</b>	<b>Definition</b>
Domestic student	A student who is an Australian citizen, an Australian Permanent Resident (includes holders of all categories of permanent resident visas including humanitarian visas) or a New Zealand citizen
Homestay	Living and sleeping accommodation provided to students where students live with a family in their own home. Students will have access to household facilities and may be provided with meals
Homestay host	Local individuals/families who provide supervised home accommodation to students in a caring family environment
International student	A student or applicant for admission to an academic program who is not a citizen of Australia or New Zealand, or who does not hold Permanent Residency status in Australia
Student residence	Single room hostel accommodation providing shared cooking and bathroom facilities, with the option of either full or part board
Verification	The process of determining the appropriateness of a student's accommodation for their age and needs and can include one or more of the following actions: <ul style="list-style-type: none"><li>• a physical site visit</li><li>• a student interview</li><li>• a student survey</li><li>• other ways of confirming that the accommodation still meets the student's needs</li></ul> As defined in the National Code 2018 fact sheet for Standard 5: Younger overseas students
Working with Children Check	An assessment of a person's information to decide their suitability to work with children

## **A4 Acronyms**

<b>Abbreviation</b>	<b>Phrase or Word</b>
CELUSA	Centre for English Language in the University of South Australia
DCSI	Department of Communities and Social Inclusion
SAIBT	South Australian Institute of Business and Technology
WWCC	Working with Children Check

## SECTION B - POLICY STATEMENT

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### B.1 Principles

SAIBT/CELUSA offers an accommodation service for its students and ensures that homestay hosts provide a safe and secure environment and the opportunity for students to learn, embrace Australian culture and to improve their English language ability.

### B.2 Policy

#### 1 Homestay

##### 1.1 Selection

- 1.1.1 SAIBT/CELUSA recognises homestay hosts may comprise a variety of family structures and cultural backgrounds.
- 1.1.2 Homestay hosts must meet the homestay host selection criteria.
- 1.1.3 All members living in the homestay aged 18 years and over must have a current Working with Children Check (WWCC) which will be undertaken by the Department for Communities and Social Inclusion (DCSI) Screening Unit.
- 1.1.4 SAIBT/CELUSA does not require International Students to complete WWCCs.
- 1.1.5 The decision to approve a homestay host will be based on a successful clearance from DCSI.
- 1.1.6 It is the responsibility of the homestay host to ensure the WWCCs are renewed every five (5) years.

##### 1.2 Approval

- 1.2.1 If the selection criteria are met, the Accommodation Officers will approve a Homestay Host.
- 1.2.2 Homestay hosts approved to host under 18 student must adhere to and sign the **Residential Local Carer's Agreement**.
- 1.2.3 Once a homestay host is approved SAIBT/CELUSA reserves the right to inspect the homestay premises on a regular basis or as required.
- 1.2.4 If the homestay host is not approved, they will be notified.
- 1.2.5 Once approved students are matched with a homestay host based upon information provided by the student and the homestay host.

##### 1.3 Review

- 1.3.1 A formal review of homestay hosts will be conducted every three years.
- 1.3.2 Homestay hosts will be verified for appropriateness to students' age and needs at least every six (6) months.

## **1.4 Suspension**

- 1.4.1** SAIBT/CELUSA reserves the right to remove a student from a homestay at their discretion. When a student is removed, payment in excess of the student's stay is reimbursed by the homestay host to the student.
- 1.4.2** Homestay hosts who breach the guidelines, rules or expectations of homestay will be suspended from hosting students.
- 1.4.3** Homestay hosts who allow their WWCC to lapse will not be allowed to host students until these have been updated. Current students in their care will be placed in new accommodation.

## **2 Student residence**

### **2.1 Selection**

- 2.1.1** Student residences must meet current government regulations as required by law.
- 2.1.2** Student residences approved to host under 18 students must adhere to and sign the **Residential Local Carer's Agreement**.

### **2.2 Approval**

- 2.2.1** Student residences will be visited, rooms and facilities inspected and owners/managers interviewed prior to approval. The student residences' policies and practices should ensure a safe, secure and comfortable living environment is provided for students.

### **2.3 Review**

- 2.3.1** Student residences for students over the age of 18 will be formally reviewed every three years. Residences for under 18 students will be reviewed annually.
- 2.3.2** Student residences will be verified for appropriateness to students' age and needs at least every six (6) months.

### **2.4 Suspension**

- 2.4.1** A Student residence will be suspended if obligations to SAIBT/CELUSA or government organisations are not met or if SAIBT/CELUSA deems the environment unsuitable or unsafe for students.

## SECTION A - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	Homestay Hosts and Student Residences Selection, Approval and Suspension Policy
<b>Policy Owner</b>	Manager, Admissions
<b>Approving Authority</b>	SAIBT Executive Group
<b>Initial Issue date</b>	June 2013
<b>Directory Location</b>	Admissions, Policies

### C.2 Version Control

<b>Current Version Number</b>	2.0
<b>Date of Effect</b>	6/2019
<b>Review Date</b>	6/2022
<b>Privilege Level</b>	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">The National Code of Practice 2018</a>
<a href="#">ELICOS National Standards</a>
<a href="#">Education Services for Overseas Students Act 2000</a>
<a href="#">Child Safety (Prohibited Persons) Act 2016</a>
<a href="#">Residential Tenancies Act 1995 (South Australia)</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

Homestay Hosts and Student Residences Selection, Approval and Suspension Procedure

### **D.2 Related Policies**

None