



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

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SECTION A - INTRODUCTION

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

Word/Term	Definition
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
Child-Related Employment Screening	An assessment of a person's information to decide their suitability to work with children

A4 Acronyms

Abbreviation	Phrase or Word
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

SECTION B - POLICY STATEMENT

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 Child-Related Employment Screening which will be undertaken by the Department for Communities and Social Inclusion (DCSI) Screening Unit.
- 1.1.4 The decision to approve a homestay host will be based on the feedback from DCSI.
- 1.1.5 It is the responsibility of the homestay host to ensure these are renewed every three 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 in line with the renewal of their Child-Related Employment Screening.

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.

- 1.3.2 Homestay hosts who breach the guidelines, rules or expectations of homestay will be suspended from hosting students.
- 1.3.3 Homestay hosts who allow their Child-Related Employment Screening 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.

2.4 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

C.1 Responsibility

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

C.2 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Review	Privilege Level
v1.0	Initial policy	SAIBT Executive Group	6/2013	6/2015	Public
v1.1	Addition of clauses 1.3.1, 2.3.1 Formal Review of Homestay Hosts and Student Residences	Quality Manager	7/2013	6/2015	Public
v1.2	<ul style="list-style-type: none"> Put into new template Updates to definitions table 	Quality Manager	9/2013	6/2015	Public
v1.3	<ul style="list-style-type: none"> Editorial changes Move to a three year review cycle 	Quality Manager	11/2013	6/2016	Public
v1.4	<ul style="list-style-type: none"> National Criminal History Check removed from definitions Screening assessment changed to Child-Related Employment Screening Accommodation Coordinators changed to Accommodation Officers 	Quality Manager	9/2014	6/2016	Public
v1.5	For review: <ul style="list-style-type: none"> addition of Approving Authority box to C.1 	SAIBT Executive Group	7/2016	7/2019	Public

C.3 Legislative and Organisational Context

Name
The National Code of Practice 2007
ELICOS National Standards
Education Services for Overseas Students Act 2000
Residential Tenancies Act 1995 (South Australia)

SECTION D - PROCEDURE

D.1 Related Procedures

Homestay Hosts and Student Residences Selection, Approval and Suspension Procedure currently being documented

D.2 Related Policies

None