

ASSESSMENT OF HOST FAMILY AND ACCOMMODATION INSPECTION PROCEDURE

Version:	Approved by:					Approval Date:	Effective Date:		Next Review:	
4	UOWCA Deputy General Manager and Director Global Programs					5 March 2024	5 March 2024		5 March 2027	
Policy Custodian:	Manager Admissions, Study Tours and Homestay						Document No:		UOWC-SS-PRO-44	
Purpose:	This Procedure establishes good practices in assessing and maintaining the provision of accommodation, support and general welfare of Students and ensures compliance with the standards in recruitment and validation of prospective Homestay Host information in the <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> .									
Scope:	UOWGE		UOWCA	✓	UOWD		UOWCHK		UOWMKDU	
	This Procedure applies to: 1. Homestay Hosts; and 2. Staff involved in processes related to the provision of accommodation, support and general welfare of international students under the age of eighteen (18), including specific processes for those students for whom UOWCA has issued the CAAW (Confirmation of Appropriate Accommodation and Welfare). This Procedure is to be read in conjunction with the <i>Homestay Policy, Homestay Hosts Terms and Conditions</i> .									
Related Documents:	General Delegations of Authority Policy UOWC Ltd Homestay Fees and Refund Procedure Homestay Policy									

	New Homestay Family Site Visit – Coversheet Under 18 International Student Welfare Procedure
References and Legislation:	<i>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.</i> <i>NEAS Quality Assurance Framework</i> <i>Working with Children’s Check (WWCC)</i>

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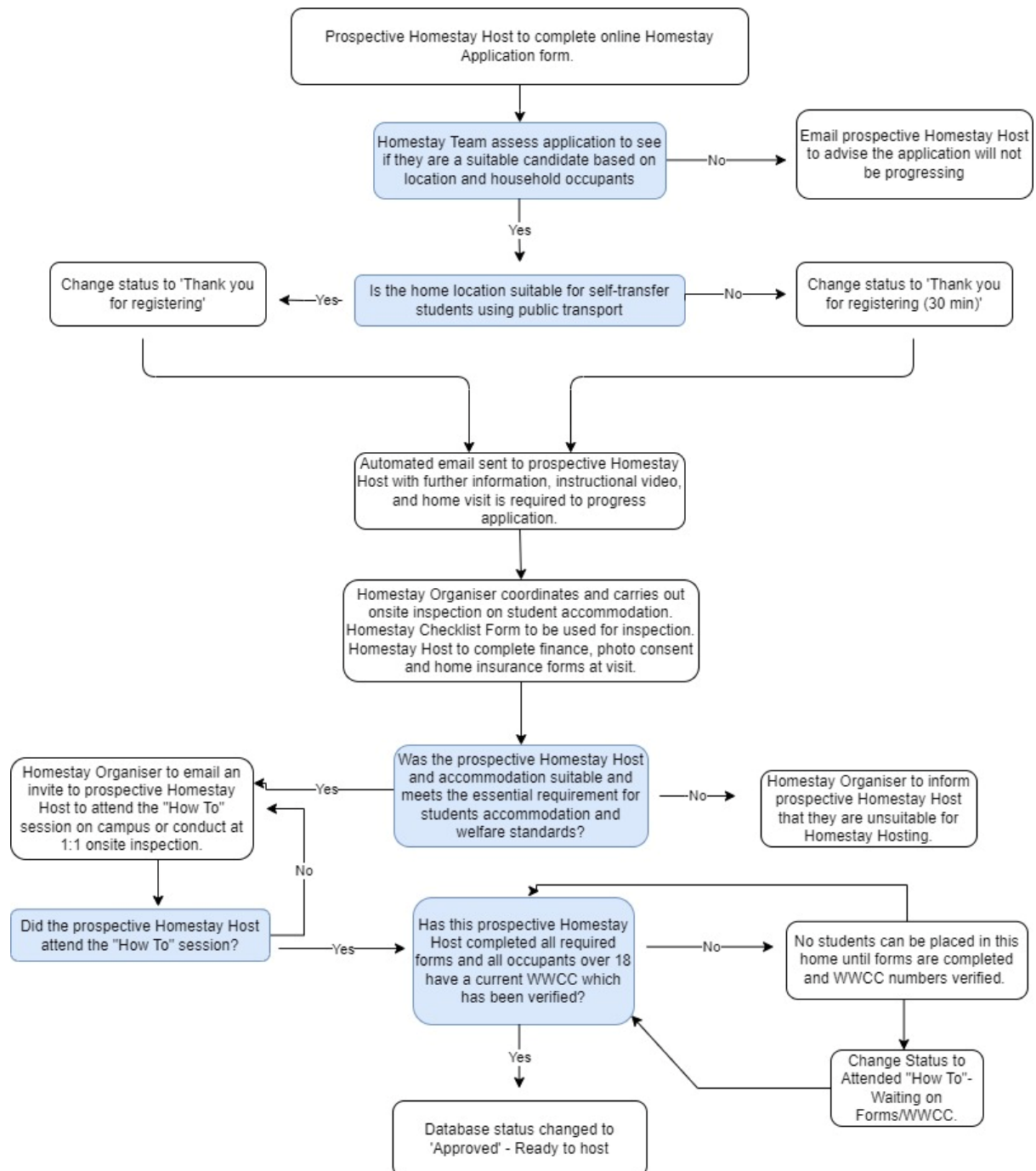
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1. Definitions

Word/Term/Acronym:	Definition:
Agent	An external entity that, through a formal agreement with the Student, acts on their behalf in matters pertaining to their application for utilising the UOWCA Homestay program.
Homestay	Supported and supervised in-home accommodation offered for the purpose of housing domestic and international Student(s). The Homestay environment supports an immersive cultural and language experience within a safe and supportive environment.
Homestay Hosts	Any person appointed by UOWCA to provide Homestay accommodation for the purpose of housing Students.
Homestay Organiser	A Staff member from UOWCA Homestay who arranges Homestay accommodation.
Nominated Welfare Period	The period for which the UOWCA has taken on responsibility for approving arrangements for the student's accommodation, support and general welfare.
Staff	Any person engaged or appointed by the UOWCA or UOW to perform work (whether on a full-time, part-time, or casual basis) including employees, contractors, and agents.
Student	Any person who is: 1. Enrolled in any course or program offer at, or in conjunction with but not limited to, UOWCA, UOW, TAFE NSW or The Illawarra Grammar School; or 2. A Visitor using the Homestay program such as: Professors, Research assistants, Supervising Agents, Teachers, Nurses, Study Abroad, Musicians, Community groups. Visitors will be referred to as a Student in this Procedure. For Vocational courses, this may be referred to as a Learner.



2. Expression of Interest to Host Students



3. Homestay Host Recruitment and Approval Process

- 3.1. Prospective Homestay Hosts are required to complete the online application form and are assessed by UOWCA to determine their suitability.
- 3.2. All prospective Homestay Hosts must:
 1. Provide evidence of current WWCC of all household members over the age of eighteen (18) years of age, public liability insurances and photo consent form (if applicable);
 2. Be an Australian Citizen or Permanent Resident that displays responsible behaviours;
 3. Provide internet access for study purposes and to aid with communication between Student's family and friends to:
 - a. Students over the age of eighteen (18); and
 - b. Students under the age of eighteen (18) on a CAAW.
 4. Reside close to public transport and the education provider and/or be able to provide transportation support as approved by UOWCA.
- 3.3. Homestay Hosts who are renting the Homestay premise must comply at all times with their residential tenancy agreement. The Homestay Host must be the primary lease holder of the Homestay premise.
- 3.4. Prospective Homestay Hosts who satisfy UOWCA's initial requirements, will have a home visit conducted to ensure it is appropriate for hosting Students.
- 3.5. Staff must document evidence of the home suitability.
- 3.6. Prospective Homestay Hosts deemed suitable, will be accepted into the program.
- 3.7. Homestay Hosts are required to attend the initial training provided by UOWCA.
- 3.8. Students and Study tour program participants are provided the opportunity to provide feedback on their homestay experience.

4. Unsuitable Prospective Homestay Hosts

- 4.1. All applications received with incomplete personal details, WWCC not completed or verified and/or inadequate accommodation, will be deemed unsuitable and rejected from hosting Students.
- 4.2. Prospective Homestay Hosts considered unsuitable will receive written notification from the relevant delegated authority and are permitted to re-apply in the future.

5. Change History

Version	Approved By	Date Effective	Amendment
1	Student Services Manager	07/05/2018	Complete review of workflows and process in assessing and approving new host families. This procedure supersedes any procedures related to new prospective host family



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			application process and approval.
2	Student Services Manager	31/10/2022	Complete review of workflows and process in assessing and approving new host families. This procedure supersedes any procedures related to new prospective host family application process and approval.
3	UOWC General Manager	20/12/2022	Update section 5.
4	UOWCA Deputy General Manager and Director Global Programs	05/03/2024	Minor changes include: - All Sections updated; - Flowchart updated; and - Removal of Roles and Responsibilities.