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DOCUMENTS:

- Guardianship Agreement
- Homestay Host Agreement
- Homestay Checklist
- Homestay placement register

REFERENCES:

- SA Government Website on Rental/Lease/Boarding house guidelines
- SA Government Website on Student Hosting guidelines

RELEVANT STANDARDS

- EDUCATION AND EARLY CHILDHOOD SERVICES (REGISTRATION AND STANDARDS) ACT 2011
- Standards for Registered Training Organisations (RTOs) 2025
- ELICOS National Standards
- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

POSITION: Operations Manager

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PURPOSE

The purpose of this policy is to inform all stakeholders about the nature of the guardianship services for which Adelaide Institute of Business and Technology (AIBT) is responsible, for students under the age of eighteen.

SCOPE

This policy covers all services, courses and programs offered by AIBT in all its business units where students under the age of 18 are enrolled.

DEFINITIONS

Student Services and Admissions Officer (SSA Officer)

An AIBT staff member whom the student can rely upon for guidance and assistance. The SSA Officer will also act as intermediary between the Trainer/Teacher, Homestay and AIBT Administration.

Guardianship services

Guardianship services include, but may not be limited to, advice and support on a range of issues, including academic progress, coaching, personal welfare, social and emotional issues, financial guidance, general safety and security.

Homestay Accommodation

Homestay accommodation means a placement of a student in a local private home which provides a normal living arrangement with adults and/or a family group. Homestay assumes a private bedroom, essential facilities and three meals per day. AIBT uses the services of Australian Homestay Network (AHN)

POLICY

A guardianship contract will be signed for all students under eighteen years of age who are not living with a parent or approved relative.

Students under the age of 18 are required to choose from the approved service providers.

These are currently:

- Student Guardian Service
- International Student Alliance

However, AIBT will maintain contact with the students and their homestay to monitor their well-being with the interaction with the Student Services and Admissions Officer.

AIBT will coordinate Homestay in certain circumstances, however as first option the AHN is used. AIBT ensures that homestay placements regardless of the coordination are fit for purpose by:

1. Ensuring the students' homestay accommodation arrangement provides a safe, caring and supportive environment.
2. Assisting students to purchase daily amenities and open a bank account and may assist students with weekly budgeting expenses if requested by the parents. The guardian is not financially responsible for the students.
3. Contacting homestay and parents in case of an emergency. Taking the students to the doctor if required. The guardian will advise the parents if they have any concerns about students' physical and emotional well-being.
4. Offering assistance to the students in coping with the Australian study and living environment. Regular activities / events created for students to adapt to Australian culture.
5. Advising students in areas such as transportation, shopping and entertainment.
6. Establishing routine communication with the students and homestay to keep track of the students' progress and welfare.
7. Providing extra learning support for the students, such as arranging bilingual teachers to assist students with their studies.
8. Providing a copy of their academic report to parents.
9. Meeting with the students' families when they visit Adelaide.
10. Guardians will liaise with students and homestay to resolve issues. They will assist the students to relocate if there are issues with the homestay placement. Approval from parents will be obtained prior to students moving.
11. Guardianship duties cease when the students turn eighteen.

Procedure for accepting new Homestay Hosts organised by AIBT

1. New Homestay family contacts AIBT to express interest in becoming a host family.
2. AIBT is responsible for ensuring the welfare arrangements of the student for the duration of their enrolment. This responsibility will be transferred to another CRICOS-registered provider if the student's enrolment is approved for transfer or will cease when the student departs Australia or is no longer subject to welfare arrangements under the National Code.
3. AIBT will maintain regular communication with the student, their host family, parents or guardians to ensure the student's ongoing welfare, well-being, and to monitor any changes in their living or personal circumstances.
4. The Homestay Coordinator asks the family member their current residing suburb to determine if the distance between the suburb and Adelaide Institute of Business & Technology is adequate.

The suitable distance to and from the school is no longer than thirty minutes by car.

5. The Homestay Coordinator emails or hands family members the letter, Homestay Profile and Homestay Guidelines together with an application form.
6. Once the Homestay Profile, Homestay Guidelines and Application form are returned, the Homestay Coordinator checks the information is completed correctly and then contacts the potential Homestay family to organise an inspection time suitable for both parties.
7. At the Homestay inspection, the Homestay Coordinator assesses the house by using the Homestay family inspection checklist to determine if the selection criteria have been met. At this point, the Homestay Coordinator would check identification for all adults applying for a DCSI child related clearance and take the application/s with them for submitting.
8. Once the Homestay is approved to host students, the Homestay Coordinator adds the Homestay Host Profile to the Homestay Register of Places.
9. The Homestay family will be contacted once a suitable student is available for them.
10. Regular monitoring of Homestay families and follow-up house inspections are done on a six-monthly basis. The Homestay host will be contacted prior to this inspection taking place.

Procedure for monitoring AIBT organised Homestay Hosts

Each approved Homestay Host will be inspected by the Homestay Coordinator every six (6) months.

The Homestay Register of Places will include a due date for review of the premises which will be entered to the coordinator's diary for action.

The inspection will review the checklist for accommodation, facilities and standards. The agreement will also be reviewed by the Coordinator and Host.

Ensure no more than three (3) individuals (students and other types of boarders) are hosted at the one time.

Procedure for maintaining understanding of guidelines (South Australian) student hosting

The coordinator will review AIBT policy and procedure for Homestay against the criteria and standards set by the South Australian Government annually at a minimum, referencing the link below: [SA.GOV.AU - Host an international student](#)

The legislation for room rental and boarding house regulations can be found at this link: [SA.GOV.AU - Rooming, lodging and boarding](#)

The Homestay Coordinator will review this link and associated regulation every six months to

ensure that the checklist for homestay inspections takes into account all of the requirements for compliance with local and state legislation.

RESPONSIBILITIES

Operations Manager (OM)

OM is responsible for managing the compliance of services against the ESOS Act for their business units. Directors must ensure that their staff are aware of the nature of Guardianship and the extent of pastoral care for all students under the age of eighteen years.

Department Manager for Student Services and Admissions (DM-SSA)

The DM-SSA is responsible for maintaining the currency of the service as required by regulators and legislation and to meet the identified needs of students.

Homestay Coordinator (HC)

The HC is responsible for coordinating Homestay placements, evaluating Homestay host applications and approving hosts according to the documented procedure, and updating the Host Agreements

Student Wellbeing Officer (SW Officer)

The Student Wellbeing Officer is responsible for monitoring the welfare and safety of students. SW will closely coordinate with HC to ensure Homestay students and hosts continue to meet the child safety standards and procedures.

Student Services and Admissions Officer (SSA Officer)

The SSA Officer is responsible for ensuring that the contract for guardianship is signed and filed with the students' records. The Student Services Officer is the first point of contact for queries and concerns. The Student Services Officer must be competent at identifying the relevant issue and forwarding the information to the relevant Director.

The Student Services Officer must report any concerns about Homestay placements to the coordinator as soon as possible. If the concern relates to student personal welfare or reportable incidents, the Critical Incident Policy must be followed.

Trainers, Assessors, Teachers

Trainers/ Assessors and Teachers are responsible for providing immediate assistance to students identified as at risk or requiring welfare-related care. Trainers and Teachers should notify the DM-SSA immediately.