

Younger Overseas Students and Under-18 Welfare Policy

DRAFT FOR MANAGEMENT APPROVAL

Provider	The Bright College RTO 45752 CRICOS 03945D
Campus	Level 2, 440 William Street, Perth WA 6000
Policy version	3.1
Regulatory review	15 September 2026
Applies to	Overseas students on student visas / CRICOS operations
Policy owner	CEO / Academic Manager
Next review	15 September 2027

Regulatory framework

- National Vocational Education and Training Regulator Act 2011 (Cth).
- National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 (effective for RTOs from 1 July 2025).
- Education Services for Overseas Students Act 2000 (Cth) (ESOS Act).
- Education Services for Overseas Students Regulations 2019 (current compilation).
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (current compilation F2026C00148, including the 2026 education-agent commission amendment).
- Working with Children (Screening) Act 2004 (WA) (current consolidation from 25 August 2026), where child-related work applies.
- Migration Act 1958 (Cth) and Migration Regulations 1994 (Cth), where student visa or welfare arrangements are relevant.

Compliance note: New policy added through the 2026 compliance gap review/cross-check. It must be approved and implemented with supporting forms, staff instructions and registers before publication.

1. Purpose and applicability

This policy applies only if The Bright College accepts an overseas student who is under 18. If College entry requirements restrict a course/cohort to students aged 18 or over, admissions staff must enforce that rule and must not issue a CoE to an under-18 applicant for that course.

2. Legal and admission safeguards

- Before accepting an under-18 overseas student, the College must confirm how accommodation, support and general welfare will be approved under the Migration Regulations and National Code Standard 5.
- The written agreement must be accepted by the student's parent or legal guardian.
- Child-protection and Working with Children requirements applicable in Western Australia must be met.

3. Information for younger students

- Provide age- and culturally-appropriate emergency contact information, including a nominated staff/service contact.
- Explain how to seek assistance and how to report actual or alleged sexual, physical or other abuse.
- Provide orientation/support appropriate to the student's age and maturity.

4. Where the College takes welfare responsibility

- The College must notify the Department of Home Affairs of the approved welfare period in the required form/system and ensure the period is continuous.
- Adults providing accommodation/welfare support must hold required Working with Children clearances where applicable.
- Accommodation and welfare arrangements must be appropriate and verified/monitored in accordance with Standard 5 and current Home Affairs/ESOS requirements.
- The College must not approve arrangements it has not adequately assessed and must act promptly where welfare arrangements break down.
- If the student becomes uncontactable and there are welfare concerns, the College must make reasonable efforts to locate the student and notify police/relevant agencies as soon as practicable where required.

5. Transfer, suspension or cancellation

The College must avoid gaps in approved welfare arrangements when an under-18 student transfers, and must continue required welfare responsibility after suspension/cancellation until one of the lawful end conditions in Standard 5 is met.

6. Records and escalation

Welfare approvals, checks, contacts, incidents, accommodation reviews, parent/guardian communication and Home Affairs notifications must be recorded securely and escalated immediately where child safety is at risk.

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		Page 2 of 2