



RTO No. 31736 | CRICOS Provider No. 03010G

# Younger Student Policy for International Students

**Version control**

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18 Oct 2018	V1.0	Released for comment	Gay Doyle
04 Jan 2021	V1.1	Policy reviewed, renames and updated in new template	Keshav Kumar Sharma
10 Feb 2022	V1.2	Minor Update	Shashank Vuppala
26 Sep 2024	V1.3	Scheduled review and minor update	Merry Ramos

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## 1. Purpose

The purpose of this document is to outline the position of Queensford College on the recruitment and enrolment of potential international students under the age of 18 years (younger aged students).

## 2. Scope

This policy applies to all staff who are involved in the admissions and enrolment of potential international students. In addition, this policy also applies to College's education agents who operate on behalf of Queensford College

## 3. Responsibility

The responsibility to implement this policy is distributed among different position holders. The Director of Operations is responsible for ensuring Queensford College has updated and compliant policy in place which is reviewed as necessary. The Head of Admissions is responsible for overall implementation of the policy including communicating to all stakeholders, training staff members, and reporting to the Management as required.

## 4. Compliance Mapping

Clause/standard	Requirement
Standard 5 of the National Code 2018	Registered providers of overseas students aged under 18 must meet legislative or other regulatory requirements relating to child welfare and protection.
Standard 5 of the Standards for RTOs 2015	Informing and protecting students.

## 5. Definition

**Letter of Offer** means a formal invitation to a prospective student to commence study at the institute the course is offered.

**Overseas (or international) student** means a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, by does not include students of a kind prescribed in the ESOS Regulations.

**Potential student** means a person applying for enrolment in a course of study.

**Student** means an active, on-campus student with a current course enrolment with Queensford College. It includes a person (whether onshore or offshore) who holds a student visa as defined by the ESOS Act

## 6. Policy

- 6.1 Queensford College does not accept international students who are under the age of 18 years into vocational education and training (VET) courses at the commencement of their studies. The College, however, may accept enrolment applications and issue a Letter of Offer provided that the student is 18 years of age and above before commencing the course.
- 6.2 Queensford College ensures prospective international students are informed of age requirements for entry to the course prior to enrolment via its marketing and pre-enrolment resources including but not limited to, course brochures, the Queensford College website, International Student Prospectus.
- 6.3 Prospective international students who want to enrol into a VET course at Queensford College must be aged 18 years or above at the time of commencement of their course of study.
- 6.4 A potential international student who applied for admission to Queensford College and is under 18 years old at the time of course commencement will not be accepted and will be notified via email that their application has been unsuccessful.

## 7. Associated Documents

- Student Enrolment Policy and Procedure
- Student Handbook
- Queensford College website information
- International Student Prospectus