



Student Support Policy

PURPOSE:

1. To provide a documented process for the management of students under the age of 18 years, in accordance with the National Code.

SCOPE:

2. Any student under the age of 18 years will be provided the appropriate support from Perth Technical College Pty Ltd (**PTC**) Trading as Australian Technical College Western Australia (**ATCWA**) in relation to accommodation, support and general welfare arrangements.

PROCEDURE:

ACCOMMODATION

3. Any student under the age of 18 years is required to provide ATCWA with notice of their intended accommodation whilst studying. They will be required to nominate that they will be staying with:
 - a) A parent or legal guardian, or
 - b) A relative at least 21 years of age, or
 - c) Accommodation arranged by ATCWA
4. ATCWA requires students to indicate their living arrangements at time of application.

LIVING WITH A PARENT OR GUARDIAN

5. Students who will be staying with a relative or guardian must provide full contact details of such.

LIVING IN ATCWA ARRANGED ACCOMMODATION

6. In order for ATCWA to arrange accommodation, the students parent or guardian must first authorise the arrangement
7. Once suitable accommodation has been arranged ATCWA will:
 - a) Inform the student
 - b) Inform DIBP
 - c) Nominate the dates for which ATCWA is responsible for the student

WELFARE

8. ATCWA will accept responsibility for the welfare, guidance and support of the student for a period of 7 days before commencement of course and for 7 days on completion of course.
9. ATCWA will monitor the student on a weekly basis for the first month of stay and then fortnightly until the completion of course.