



**TAFE NSW-INTERNATIONAL STUDENTS CENTRE
AGREEMENT WITH ENGLISH LANGUAGE INTENSIVE COURSES FOR OVERSEAS
STUDENTS (ELICOS) PROVIDERS**

THE COLLEGE NOTED IN THIS AGREEMENT IS AN ELICOS PROVIDER (THE COLLEGE) WHICH WISHES TO ENROL STUDENTS FOR A PACKAGED COURSE WITH TAFE NSW (TAFE). THE COLLEGE MUST, WHENEVER REQUIRED, PROVIDE TAFE'S INTERNATIONAL STUDENTS CENTRE (ISC) WITH EVIDENCE OF THE FOLLOWING:

- NEAS Accreditation and CRICOS registration for English for Academic Purposes (EAP) courses;
- Its registration with an appropriate child protection screening agency for screening of all College staff who have contact with students under 18 years of age. These agencies can be accessed through the website for the Commission for Children and Young People, www.kids.nsw.gov.au, the Working with Children Check. The NSW Department of Education and Training also has an Employment Screening Unit which can be contacted by phone on 02 9836 9200.

IN CONSIDERATION OF TAFE NSW CONSIDERING INTERNATIONAL STUDENT APPLICATIONS FROM THE COLLEGE, THE COLLEGE UNDERTAKES TO:

1. Provide ISC with copies of electronic Confirmation of Enrolment (eCoE) form and Confirmation of Appropriate Accommodation and Welfare Arrangements (CAAW) form, if issued. Dates on the CAAW form must cover the period between the completion of the EAP course and the start of the student's course at TAFE NSW. Consistently with requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code 2007) under the Education for Overseas Students Act 2000 (ESOS Act), the College must ensure that approved care and welfare arrangements are maintained for and during all periods covered by the dates on the CAAW form including any extensions of the EAP course and until commencement of the TAFE NSW course offered to the student.
2. Where Students reach the required English level for entry to the TAFE course earlier than the period indicated on their eCoE, the College must permit those Students to progress to TAFE without financial penalty.
3. Ensure all information given to students complies with the Education Services for Overseas Students (ESOS) Act, the National Code 2007 and NSW child protection legislation.
4. Comply at all times with all requirements and standards of the ESOS Act and National Code 2007.
5. Provide or procure homestay accommodation as outlined below.
6. Ensure that, to comply with Privacy legislation, students, parents, guardians and homestay hosts are advised that information will be forwarded to the ISC;
7. Notify ISC of any change to the College name, location, ownership and changes of senior staff if those staff members have signed this Agreement. Submit the appropriate

accreditation of any such changes. The notification must be as soon as practicable and no more than one month of the date of the changes or this Agreement may be terminated; and

8. Enroll at least 5 students per year on a package student visa program with TAFE or this agreement will be terminated.

Arrangements for Younger Students Under 18 Years:

The College must:-

1. Have procedures in place for vetting and screening homestays and guardians for students under 18 years, which procedures ensure that these students are placed in homestay accommodation with homestay hosts and with guardians that have been satisfactorily police checked by the College through a registered screening agency. Police clearances must not be more than 12 months old and must be conducted prior to any student placement;
2. Ensure that College procedures include site inspections of homestays by College staff which inspections must be conducted prior to any student placement and renewed for each new student placed in a particular homestay.
3. Recognising that the College is packaging its course with a TAFE course, where the College arranges the accommodation and welfare for students through College staff and procedures for sourcing and approving homestay accommodation ("homestay"), the College must ensure that
 - A the homestay host is aware of the student being on packaged visas with TAFE; and
 - B the accommodation is within reasonable travelling distance of their intended destination TAFE college; and
 - C the quality of the accommodation and care procured by the College to be provided to a student by a homestay host must, at all times, be not less than the Department's Required Standards for homestay providers as detailed below:
 - (i) The home must be clean and comfortable and the homestay hosts / guardians must reside at the homestay premises;
 - (ii) Each student is to have their own room, bed, desk or if a shared room there must be no more than 2 persons per room (same sex) each of whom must have separate bed and desk;
 - (iii) Students are not to share rooms with host family members and sharing arrangements will only be provided if the parents of the student(s) so request;
 - (iv) Students are to be given a key to the home or arrangements made so that the student can gain access to the home at any time;
 - (v) There must be adequate lighting for study purposes;

- (vi) There must be heating in winter and some means of cooling in summer;
 - (vii) There must be access to shared bathroom, with reasonable time allowed for showers (10 minutes);
 - (viii) There must be access to kitchen and laundry facilities;
 - (ix) There must be use of shared living areas of home;
 - (x) The Homestay Host is to provide 2 meals a day on weekdays and 3 meals on weekends and, in providing meals, the homestay host must be aware of and take account of cultural differences. Food should be available for students to make themselves an after school snack;
 - (xi) House rules are to be discussed and explained to the student, (including friends visiting, use of phone and incoming calls, cleaning of room or other household tasks, meal times and rules for behaviour such as going out and times for arriving home, manners and courtesy);
 - (xii) Use of telephone and/or computer facilities, including internet access, is to be at student's own expense. However charges to the student should only cover the actual cost of phone or internet usage. Personal items and their insurance to be at the Student's own risk;
 - (xiii) must ensure that homestay hosts who are also guardians are;-
 - genuinely concerned for the welfare of the student, welcome them and include them in family activities;
 - ensure the homestay environment is suitable for under 18s.
 - have an appreciation of the student's cultural background;
 - are able to speak English;
 - have an understanding of Australian laws and regulations applicable to visas and people under 18 years of age
 - undertake responsibility for only an appropriate number of students for whom they can adequately provide care and ensure that there are no more than 3 international students of any age living in the home.
4. Where the College approves other accommodation as nominated or arranged by the student's parents and CAAW forms have been issued for the packaged visa, ensure that such arrangements must meet the same standards as the Required Standards listed in point 3 and, consistently with NSW Child Protection legislation, all adults residing at such accommodation must have a current satisfactory working with children check.
5. If it is necessary for a student to change places of accommodation at the end of the College course to start the TAFE course, ensure that the student is moved to homestay accommodation with one of the homestay providers registered with the Department.

6. Provide ISC with a copy of the police checks, home inspection reports, student contact details and guardian contact details within 14 days of a student's commencement at the College;
7. Place students under the age of 18 years with guardians who are approved as the homestay parents;
8. Ensure that staff employed by or at the College do not act as homestay hosts or guardians for students on packaged visas for TAFE;
9. Ensure that agents or subagents of the College do not arrange homestay or guardianship for students on packaged visas with TAFE and are not involved in the welfare arrangements for students;
10. Ensure that, consistently with arrangements between the Department and parents, if students remain in a homestay arranged by the College after commencing their TAFE course, the homestay family must be one registered with one of the Homestay providers approved by the NSW Department of Education and Training (approved Homestay providers appear in the attached list). The College must notify ISC, at least 4 weeks prior to the students course end date, so that registration can be arranged and approval obtained
11. Except as provided in the immediately preceding paragraph, ensure that Colleges do not arrange homestay placements or other accommodation or welfare arrangements for students after they commence their TAFE course;

Student commencement:

- 13 The College must notify ISC within 14 days if any students do not commence on the expected course start date, or defer their course and their end date for the ELICOS course is delayed. The notification must include changes to the student enrolment, the new course dates and, consistent with the National Code requirements, the reason for the deferment.

Student progress and reports:

The College must:-

- 14 Advise ISC of any students who are not progressing as expected and may need to extend their EAP course. Any such advice should be received as soon as the College is aware of the poor progress and no later than 5 weeks prior to the course end date;
- 15 Ensure that the College does not issue an eCoE for an extension of the student's EAP course without prior written approval from ISC. Requests from the College to extend a student's EAP course must be sent to ISC at least 5 weeks before the expected course end date and give reasons for the extension. If students extend their EAP course then a the new eCoE and CAAW form, if applicable, must be issued for the extended period and copies forwarded to ISC. Students must not continue their ELICOS course on TAFE's eCoE;
- 16 Forward to ISC copies of any documents issued to the Department of Immigration and Citizenship (DIAC) after student commencement, including Student Course Variations, a new eCoE or CAAW forms;

17 Provide final exit reports to ISC, which must be emailed or faxed to ISC in the final week of their EAP course. The report must indicate the level of proficiency achieved by the student in their EAP course and the IELTS equivalent.

TAFE NSW UNDERTAKES TO:

- Issue offer letters to students who submit complete applications and meet TAFE's entry requirements;
- Issue eCoEs with dates corresponding to EAP eCoEs so that students may obtain a packaged visa;
- Issue the CAAW form, to students under 18 years, if requested by parents on the TAFE application form and if the ISC receives a copy of the EAP CAAW form and the written statement from the College that the homestays are visited and screened as provided for in this agreement. The start date on the CAAW form for students on a packaged program will be the start date at TAFE NSW;

This Agreement is to apply from **January 1, 2008 to December 31, 2008**
It may be extended by a replacement written agreement.

In the event of any failure by the College to comply with any of the conditions of this agreement the TAFE may by notice in writing terminate this agreement.

I....., being the Principal or authorised officer of the College agree to the conditions set out in this agreement.

Position

ELICOS College.....

Date..... Signed

Judith Vincent
Director, International Students Centre for and on behalf of
NSW Department of Education and Training

Date..... Signed

