



AGE AND CULTURALLY APPROPRIATE INFORMATION POLICY

1. Applicable Standards

National Code of Practice for Providers of Education and Training to Overseas Students 2018; Clause: 5.2

2. Overview

This Policy sits within the Support and Progression Phase of the Student Journey.

3. Purpose

The purpose of this Policy is to provide guidance on age-and culturally-appropriate information to intending overseas students and overseas students and is applicable where the intending overseas students or overseas students are under eighteen years of age.

4. Definitions

In this Policy, these terms have the same meaning as defined in the Education Services for Overseas Students Act 2000.

Intending overseas student means a person (whether within or outside Australia) who intends to become, or who has taken any steps towards becoming, an overseas student.

Overseas student means a person (whether within or outside Australia) who holds a student visa, but does not include students of a kind prescribed in the regulations.

In this Policy, this term has the same meaning as defined in the National Code of Practice for Providers of Education and Training to Overseas Students 2018

Student means an overseas student (or intending overseas student) as the context requires.

5. Policy

5.1 Consistent with Policy 6.03, AMA College it will ensure (if it accepts students under 18 years of age in the future) that all are given age-and culturally-appropriate information on:

- who to contact in emergency situations, including contact numbers of a nominated staff member and/or service provider to the registered provider,
- seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse.



AGE AND CULTURALLY APPROPRIATE INFORMATION POLICY

AMA College will at all times, keep a copy of the **AMA College Student Support Handbook** at reception for all emergency situations.

6. Policy Links

This Policy should be read in conjunction with the following AMA College Policies:

- 2.01 Enrolment Policy
- 2.03 Overseas Student Transfer Policy
- 3.02 Critical Incident Policy
- 6.03 Younger Overseas Students Policy

7. Policy Documents

Nil.

8. Policy Review and Implementation

The Principal Executive Officer (PEO) is accountable for the implementation of this Policy. The General Manager Vocational Education and Training is responsible for the implementation of this Policy, and may delegate responsibilities for elements of this Policy. Where this occurs, this delegation must be recorded within this document. This Policy is to be reviewed on an annual basis, or more frequently as required, with revisions detailed in the section below.

Date of Issue and Revision	Description of Amendment	Reviewed (Quality Manager)	Authorised (General Manager)
July 2018	Initial Registration	Peigi Hinton	Jan Norberger