



International Under 18 Welfare (CAAW) Procedure

1. Purpose

This Policy outlines how Royal Brisbane Institute of Technology (RBIT) manages accommodation, welfare, and support arrangements for international students under 18 years of age in accordance with:

- National Code of Practice for Providers of Education and Training to Overseas Students 2018 – Standard 5
- ESOS Act 2000
- **2025 Standards for RTOs**
- Relevant Queensland legislation

This policy applies where RBIT has issued a **Confirmation of Appropriate Accommodation and Welfare (CAAW)** and is responsible for the student's welfare.

This policy should be read in conjunction with the **Child Welfare and Protection Policy and Procedure**, which governs safeguarding and incident response.

2. Policy

2.1 RBIT Responsibilities

RBIT will ensure that:

- Appropriate accommodation and welfare arrangements are **approved prior to student arrival**
- Students are **not permitted to arrive** in Australia before welfare arrangements commence
- Welfare arrangements remain in place **for the full period of CAAW responsibility**
- Students are **monitored regularly** to ensure ongoing safety and wellbeing
- Any changes to welfare arrangements are:
 - ◊ Approved prior to change
 - ◊ Reported via **PRISMS where required**

2.2 Scope of Welfare Arrangements

RBIT-approved welfare arrangements include:

- Parent or legal custodian
- Approved relative (as per DHA requirements)
- RBIT-approved homestay or accommodation provider

All arrangements must meet:



- Child safety requirements
- Suitable living conditions (safety, cleanliness, supervision)
- Access to meals, study space, and support

2.3 Confirmation of Appropriate Accommodation and Welfare (CAAW)

Where a student under 18 years of age is not being cared for in Australia by a parent, legal guardian, or suitable nominated relative approved by the Department of Home Affairs (DHA), RBIT will assume responsibility for the student's accommodation and welfare through the issuance of a **Confirmation of Appropriate Accommodation and Welfare (CAAW)**.

RBIT will ensure that:

- The **Principal Executive Officer (PEO) or approved delegate** authorises the CAAW
- The CAAW is issued and reported via **PRISMS** in accordance with ESOS requirements
- CAAW is only issued once:
 - ◊ Appropriate **accommodation arrangements are confirmed**, and
 - ◊ Approved **welfare/guardianship arrangements are in place**

The period of responsibility for accommodation and welfare will:

- Cover the duration specified in PRISMS
- Be at least the length of the student's enrolment while the student is under 18 years of age

RBIT will ensure that:

- Students reside only in **RBIT-approved accommodation arrangements**
- Any changes to accommodation or welfare arrangements are:
 - ◊ Approved prior to the change
 - ◊ Updated in PRISMS where required

2.4 Student and Guardian Responsibilities

Students must:

- Reside only in approved accommodation
- Comply with welfare and accommodation conditions
- Attend scheduled welfare check-ins
- Inform RBIT of any issues or proposed changes

Parents must:

- Provide student's medical/allergy information prior to course start
- Give permission for full internet access, see



◊ [Student Computer and Internet Usage Policy and Procedures](#)

Guardians / accommodation providers must:

- Be over 21 years of age
- Maintain appropriate **Working with Children Check (QLD Blue Card)** where required
- Provide a safe and supportive living environment
- Notify RBIT immediately of any concerns or changes

2.5 Student Conduct

- Respect household rules, privacy, cultural differences
- Follow RBIT Student Conduct Policy and attend welfare meetings
- No alcohol, drugs, tobacco, or inappropriate materials

2.6 Monitoring and Engagement

RBIT will actively monitor student welfare through:

- Scheduled welfare check-ins (**every 6 months**)
- Direct communication with students and accommodation providers
- Periodic accommodation inspections (where applicable)
- Maintenance of **welfare monitoring records**

Any concerns identified through monitoring must be:

Recorded in the Student Welfare & Incident Register and managed in accordance with the Child Welfare and Protection Policy.

2.7 Changes to Welfare Arrangements

- Students must **not change accommodation or guardianship** without prior RBIT approval
- RBIT will assess all proposed changes to ensure suitability
- Where applicable, changes will be:
 - ◊ Updated in PRISMS
 - ◊ Communicated to parents/guardians

2.8 Transfers, Suspension, or Cancellation

Where a student:

- Transfers to another provider



- Has enrolment suspended or cancelled

RBIT will ensure:

- Welfare arrangements remain in place until:
 - ◊ Another registered provider accepts responsibility, or
 - ◊ The student leaves Australia, or
 - ◊ A parent/legal guardian assumes responsibility

2.9 Non-Compliance

Breaches of welfare arrangements may result in:

- Intervention and corrective action
- Removal from approved accommodation
- Disciplinary action in accordance with RBIT policies
- Notification to relevant authorities where required

3. Procedures

3.1 Pre-Arrival (CAAW Approval)

- Parent/guardian submits Under-18 application and supporting documents
- Accommodation and guardian are assessed and approved
- CAAW is issued via PRISMS
- Student and parent are informed of:
 - ◊ Welfare start date
 - ◊ Conditions of approval
 - ◊ Emergency contact details

3.2 Arrival and Orientation

- Student is received into approved accommodation
- Orientation provided covering:
 - ◊ Accommodation rules
 - ◊ Welfare expectations
 - ◊ Emergency contacts
- Initial welfare check conducted

3.3 Ongoing Monitoring

- Welfare check-ins conducted (minimum twice per enrolment)
- Accommodation monitored periodically



- All interactions recorded

👉 If any concern arises:

- Record in Welfare & Incident Register
- Escalate if required (Child Protection Policy)

3.4 Managing Changes

- Student submits request for change
- RBIT assesses suitability
- Approval granted before change occurs
- PRISMS updated if required

3.5 Transfers / Exit

- Confirm new provider welfare responsibility OR
- Confirm student departure OR
- Confirm parent/guardian assumption of responsibility
- Update PRISMS accordingly

3.6 References

a) Related Regulations

- DHA: [Welfare and custody arrangements for students under 18](#)
- DHA: [Responsibilities for students under 18 years of age](#)
- [National Code 2018 – Standard 5](#)
- [Child Protection Act 1999](#)

b) Related RBIT documents

- RBIT Student Handbook
- [Under 18 Accommodation & Welfare Approval Process](#)
- [Student Support and Wellbeing Policy](#) (General student support services)
 - ◊ *with additional safeguards applied for students under 18.
- [Child Welfare and Protection Process](#)

4. Record keeping

RBIT will maintain:

- CAAW records (PRISMS)



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- Accommodation approvals
- Welfare monitoring records
- Communication with parents/guardians
- Records of any changes to arrangements

All records are securely stored and retained for a minimum of 2 years.