

<b>POLICY</b>	<b>YOUNGER STUDENTS</b>
<b>NVR Ref:</b>	<b>Standard 5</b>
<b>MCC Ref:</b>	<b>MCC-2-Y 1</b>
<b>Statement</b>	<p>This Policy/Procedure ensures that there are Welfare arrangements in place for any student under the age of 18. It also provides that a start and finish date is applied to the welfare arrangements.</p> <p>These arrangements must be in place before any enrolment is approved the Institute’s commitment to maximising the safety and well-being of students under 18 at all times.</p> <p>The responsibility for Students under the age of 18 as far as their learning, support and welfare needs are concerned will fall into the following category</p> <ul style="list-style-type: none"> <li>• The Institute shall nominate an approved guardian for the duration of the program the student is enrolling. This guardianship usually rests with the CEO.</li> </ul> <p>All students who are under the age of 18 and not in the care of a parent or legal guardian the student must have ‘Welfare Arrangements’ in place prior to their acceptance of enrolment. These ‘Welfare Arrangements’ include:</p> <ol style="list-style-type: none"> <li>1. nominated guardian</li> <li>2. support and general welfare arrangements</li> </ol>

**VERSION CONTROL****Review/ amendment history****Policy Approved by:** Chief Executive Officer**Responsible Officer:** Chief Executive Officer**Next Policy Review Date:** July 2018

<b>Version</b>	<b>Date</b>	<b>Details</b>
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	July 2015	No material change
4.0	July 2016	No material change
5.0	June 2017	No material change