

## 1 Purpose

This policy aims to ensure that students selected to live in Residences have the necessary independent living skills, resources and ability to share communal living facilities and that student selection is based on the principles of equity and fairness.

The Institute is committed to providing a residential environment where all students have the opportunity to pursue their studies in a safe and supportive environment.

## 2 Scope

This policy applies to SuniTAFE and La Trobe Mildura campus students applying for residential living and staff assessing student applications to live on residence.

## 3 Definitions

Acronym/Term	Definition
Capacity to support	The practical ability to take on the applicant, considering current resources, programs available, support roles and additional services that may need to be put in place, consideration of other residents; staff workloads, risk management and the identified barriers and needs of the applicant.
Referee	For the purpose of this policy, a referee is a person known to the applicant in a professional/learning capacity who is able to provide a statement to support the application for residential living with respect to the applicant's capacity to manage independent living in accordance with the terms and conditions of SuniTAFE student residences. Referees may include (but are not limited to) teachers, employers, case workers and previous landlords.
Residences	SuniTAFE Student Residences
SuniTAFE	Sunraysia Institute of TAFE

## 4 Policy

**4.1** The Institute will have open, fair and equitable procedures for making decisions about students applying to live at Residences. Each application will be assessed on a case-by-case basis and the strength of the overall application. Referee checks will be conducted prior to acceptance.

**4.1.1 Applications:** Potential students seeking to live at Residences, regardless of their background or circumstance will be assessed for residential living through the same published application requirements and through the same process.

**4.1.2 Room availability:** Submitting an application does not mean a student will be offered a room. There are a limited number of rooms available and demand for accommodation may exceed room availability.

**4.1.3 Eligibility for full-time residency:** To be eligible to live at Residences the student must:

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- 4.1.3.1 be currently enrolled in at least 75% or more of your courses full time study load of which at least 50% of this is face to face delivery, either at SuniTAFE or La Trobe Mildura
- 4.1.3.2 **Tenure:** From January 2024 only students studying at Sunraysia Institute of TAFE will be accepted. The maximum term any fulltime student may live on Residence is three (3) years. An extension of this would only be negotiated if a student needs to continue studies at Mildura campus due to circumstances beyond their control. i.e. Long term sickness, Pandemic, classes suspended/cancelled (due to SuniTAFE), other reasons would depend on the circumstances. Apprentices may live on Residences for a maximum of four (4) years
- 4.1.4 **Short-term accommodation:** Residences also provides short-term accommodation for SuniTAFE apprentices who are attending their block release training and to work placement students from other providers (subject to room availability).
- 4.1.5 **Shared accommodation:** Student residence applicants may request to share accommodation with another student applicant. Rooms will be allocated subject to availability. Should the shared arrangement cease, the Institute cannot guarantee availability of single rooms.
- 4.1.6 **Priority of applications:** Priority will be given to students from outside of the Sunraysia region living away from home.
- 4.1.7 **Independent living skills:** Applicants will require skills to perform everyday living tasks. A student's ability to look after themselves on a daily basis including cooking, cleaning, budgeting, laundering, shopping, maintaining good hygiene and self-care habits, and their ability to use public services e.g., public transport when required will be considered in the assessment process.
- 4.1.8 **Socialisation and communication skills:** Applicants will require an understanding of social etiquette, appropriate behaviours in interacting and communicating with others and in sharing facilities in a communal living environment. This includes evidence of their willingness to participate in residence life. They will also require an awareness of both their rights and responsibilities of living at Residences.
- 4.1.9 **Financial resources:** Applicants must demonstrate that they have the financial resources to afford to live on residence as per the Residences Procedure.
- 4.1.10 **Academic commitment and other involvement:** Applicants will need to demonstrate a commitment to study as per the Residence Referee Checklist. Previous academic success and/or community/leadership involvement will be viewed favourably.
- 4.1.11 **Young people:** All students living on residence will be treated as an adult. Residences will not accept applications for students under the age of 18 years.
- 4.1.12 **Identified barriers to living on residence:** If barriers to residential living are identified by staff assessing an application, SuniTAFE will consider if there are sufficient external supports in place or if SuniTAFE has the capacity to support the student, prior to making a decision to accept the application. SuniTAFE may also place conditions on individual student's residency where there is an identified risk.
- 4.1.13 **Referees:** All first-year applicants will be required to provide two referees. References may not be provided by SuniTAFE staff (the exception to this will be International students), a family member or a person that works with the student in a welfare/wellbeing type capacity (counsellor, psychologist, case manager, youth worker, social worker, etc.)

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4.1.14 **Returning students:** All students planning on returning to Residences the following academic year will be required to reapply for residency. Their application will be assessed based on the above criteria and their adherence to Residence's rules, policies and procedures.

## **5 Legislative Context**

- Disability Discrimination Act 1992 (Cth)
- Equal Opportunity Act 2010 (Vic)
- Occupational Health & Safety Act 2004 (Vic)
- Privacy and Data Protection Act 2014 (Vic)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Social Security Guide version 1.302 2023

## **6 Associated documents**

### 6.1.1 Associated Policies

- Access and Equity Policy
- Equal Opportunity Policy
- Occupational Health and Safety Policy
- Privacy Policy

### 6.1.2 Associated Procedures

- Residence Procedure

### 6.1.3 Associated Forms

- Residence Referee Checklist.

### 6.1.4 Other associated documents

- Residence Application Pack.

## **7 Responsibility**

The General Manager, Operations is responsible for ensuring compliance with this policy, and its associated procedures and systems

## **8 Review Frequency**

This policy is to be reviewed three (3) years, and remains in force as amended from time to time, until rescinded.

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