INTERVIEW GUIDE

RMIT Welfare
Individual Care Givers/Hosts

My name is Jeffrey Bainbridge and I am in charge of administering the RMIT Under 18 year old student welfare process at RMIT.

You have been nominated as individual care giver/host for a prospective under 18 year old RMIT student. As part of the Under 18 year old student welfare approval process it is essential that we meet face-to-face to discuss the needs of the student, your obligations and the student’s.

Before proceeding, it is important that you firstly determine if you qualify to be the student’s individual care giver/host. Please refer to the section 1) Living with a relative or family friend at the RMIT Students who are under 18 page:
http://www.rmit.edu.au/browse;ID=k0elfcodu7gi

Individual care giver/accommodation hosts must:
• be available for interview at RMIT
• be of sound character (as evidenced by a Working with Children Check)
• be over 21 years of age at time of RMIT interview
• not be absent from the student’s approved residence during the student’s studies (if student is residing with care giver)*
• be Australian Citizens or Australian Permanent Residents or hold a current Australian visa which shows an expiry date covering the student’s entire under-18 study period

*Individual care givers and accommodation hosts are not permitted to travel abroad or interstate during the under 18 student’s welfare period. Nominated individual care givers and hosts who are expected to travel for any reason are not deemed suitable as under 18 individual care givers and accommodation hosts. Holders of bridging visas are also excluded. Parents must nominate an alternative person in such case.

STEP 1 - Accept Offer

The student (or agent) must accept the program offer via the Offer Acceptance Form and submit a completed and signed Under 18 Student Welfare and Accommodation Approval Form

STEP 2 - Apply for Working With Children Check

The individual care giver/host and every household member over the age of 18 must apply for a Working With Children Check. “Your Application Receipt(s)” issued by the Post Office upon lodgement of the application must be presented at the RMIT interview. Only the individual care giver/host will need to attend the interview.
The following will guide you in this process:

Working With Children Check application forms are only available from Post Offices and must be lodged at the Post Office. Various forms of current and original identification are required when lodging the application, so please take as many as possible, which add up to 100 points (please contact the Post Office for precise information, if required). A passport size and quality photo is also required. Post Office staff can photograph you if you do not have any. It is best to take all forms of ID available to you from amongst the following:

- passport, driver's license, Medicare card, credit or account card, Council Rates Notice, Financial Institution Statement, recent utilities accounts (telephone, gas, electricity etc) which show your residential address.

When you have completed the application form and lodged it at the post office, Australia Post will issue you with a “Your Application Receipt” as proof of application. If you do not already hold a WWCC card, this receipt will be acceptable and must be presented at our interview. You must send RMIT a copy of the WWCC card once issued (issued usually within four weeks of application). Please do not pay any fee at Australia Post for this application. You should nominate yourself as a Volunteer in Section A of the application form, and it is recommended that you use Code Number 20 in Section D.

Please do not apply for a Police Check (RMIT only requires the Working With Children Check).

STEP 3 - Contact RMIT

Please contact me after you apply for the Working With Children Check at the Post Office to arrange an interview at RMIT, and suggest some times and dates when you are available.

STEP 4 - Attend RMIT welfare interview

Individual care givers and hosts must be interviewed at RMIT by the Under 18 Officer. RMIT will invite you via email at the appropriate time.

On the day of interview, please bring all documents and come to:

Info Corner
Ground Floor, Building 22
330 Swanston Street, Melbourne
(cnr LaTrobe Street, diagonally opposite Melbourne Central Station)

My telephone number is 9925 5106. (Email ISUnder18@rmit.edu.au) Please ring me on arrival or queue with students and ask for Jeffrey Bainbridge.

Please bring the following documents as an original copy. Please do not provide electronic copies prior to interview, as we must create our own certified copies from originals on interview day:

- Australian passport or passport showing Australian Permanent Resident status or Australian visa label which evidences your legal entitlement to remain in Australia for the duration of the student’s studies or until he/she turns 18. Possessing legal entitlement for only part of the welfare period will render the care giver ineligible. Holders of bridging visas are also ineligible to act as care givers or hosts
proof of address (driver’s licence or recent utilities account which shows your residential address)

printed, clear photos of accommodation and surrounds, which must include:  
i) student’s bedroom,  
ii) bathroom student will be using,  
iii) kitchen,  
iv) front of house indicating street number,  
v) street views in both directions

evidence of individual care giver/host entitlement to live at the nominated accommodation address. Evidence may be in the form of-
   a) copy of lease/rental agreement (if care giver/host is a tenant); or
   b) copy of annual Council Rate Notice (if individual care giver/host owns the residence); or
   c) if the host is neither owner nor tenant on the lease, a letter of permission from the owner/tenant must be provided, stating that both the nominated host and under 18 student may live at the premises

a valid Working With Children Check card or the Working With Children Check “Your Application Receipt” which is issued by Australia Post after lodging the application for the card (if the card has not yet been issued). At interview you must present this documentation on behalf of all household members over the age of 18.

a signed copy of the Individual Care Giver-Host Responsibilities document sent to you prior to interview

After the Working With Children Card is issued, you must forward a copy of it to RMIT.

Please consider the above requirements as very urgent. Student visas cannot be applied for without RMIT welfare approval which follows the interview. Please contact me if you have any questions at all. Thank you very much.

With regards,
Jeffrey
(Bainbridge)
Tel. + 61 3 9925 5106