#### Independent Living Assessment Checklist - (over 18 years)

## Instructions

This form is to be completed where an international student enrolled in the International Student Program (ISP) under a subclass 500 Student – Schools visa requests to live independently **after turning 18 years old**.

**NB**: As per the [ISP Accommodation and Welfare Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Accommodation_and_Welfare_Policy.docx), the Department of Education’s (DE or the department) International Education Division (IED) recommends students aged 18 years and over continue live in their approved homestay for the duration of their enrolment. This should be discussed with the student and family prior to completing the checklist.

As per the [ISP Homestay Procedure](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Homestay_Procedure.docx), schools must use this checklist to fulfil requirements under the Department’s [Duty of Care Policy](https://www2.education.vic.gov.au/pal/duty-of-care/policy).

This checklist must be used by schools to:

* screen the request and determine if the student is suitable to live independently (Section B)
* screen the proposed accommodation (Section C)
* approve the living arrangement (Section D)

Schools may add additional requirements to this template but **may not remove any requirements or content**.

It is a requirement that schools conduct an **independent living assessment** and **on-site visit prior to the student leaving their homestay**. Schools should consider key areas of risk when undertaking this assessment. The on-site visit should be conducted in accordance with the school’s occupational health and safety policies.

Once schools have completed the checklist, it must be submitted to IED at [international.school.support@education.vic.gov.au](mailto:international.school.support@education.vic.gov.au) for endorsement and processing. Please ensure the student remains in their approved homestay accommodation until confirmation is received that the proposed living and welfare arrangements have been endorsed by IED.

If proposed living arrangements are endorsed by IED, schools must:

* seek regular feedback, at least once a term, from the student to ensure that the accommodation remains appropriate
* update CASES21 with the details of the new address
* ensure the student has an up-to-date Student Safety Card so they are aware of who to contact in an emergency.

## Section A: Student Details

|  |  |
| --- | --- |
| Name: |  |
| International Student ID number: |  |
| Date of birth (DOB) | *(NB: minimum age is 18 years)* |

## Section B: Screening for suitability

|  |  |
| --- | --- |
| Confirm: | Y/N |
| Is the student compliant with visa condition 8202 (attendance/course progress)? |  |
| Have you discussed with the student the reason for requesting to live independently? |  |
| Have you discussed this proposal with the student’s parents, and have you received written approval for the move? |  |
| Have the parents confirmed how payments for the new accommodation will be made? |  |
| Does the student have any medical conditions and/or take medication and/or allergies requiring ongoing monitoring? |  |
| Is the location of the proposed accommodation within reasonable distance from the school? |  |

**If you answered ’N’ to any of the above, it would be reasonable to discuss the matter further with the student and parents in order to determine suitability.**

**If you have answered ‘Y’ to all of the above, please complete the below details.**

## Section C: Homestay residence overview

#### Type of residence

Insert an X in the appropriate cell within the table below. If other, please specify.

|  |  |  |  |
| --- | --- | --- | --- |
| House | Flat | Unit | Other |
|  |  |  | Please advise |

Enter your comments in the space provided for the following observations.

|  |
| --- |
| Description of the home (2–3 sentences): |
|  |

|  |  |
| --- | --- |
| Details of other residents in the home (if applicable): |  |
| Name, DOB, gender, contact number | |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| |  | | --- | | **Is there furniture available in international student’s room/s (i.e. bed, wardrobe, desk, bookcase, study lamp, with appropriate lighting, for the sole use of the student)? If not, does the student have a plan on how to acquire furniture?** | |  |  Observations of living space (i.e. is it adequate?): |  |
|  | |
| Heating and cooling in home/bedrooms: |  |
|  | |
| Cleanliness of kitchen, bathroom, bedrooms and general living area (please specify): |  |
|  | |
| Will the international student have access to a shared or private bathroom, kitchen, living areas, laundry facilities and shared areas of the home? |  |
|  | |
| Computer/internet access (Y/N) and internet connection type (i.e. broadband/wireless/dialup) (i.e. broadband/dialup/wireless): |  |
|  | |
| Smoke detectors appropriately installed and in working condition? *(see the* [*FRV website*](https://www.frv.vic.gov.au/smoke-alarms) *for more information)* |  |
|  | |

## Section D: Independent Living Assessment Outcome

Please provide the following information in relation to the site visit and assessment.

|  |  |
| --- | --- |
| Date of on-site visit/assessment: |  |
| Name of school representative: |  |
| Principal’s Signature: |  |
| Independent living approved? (Y/N) |  |
| Date independent living arrangementwill commence from: |  |

Feedback should be sought from the student regarding their independent living arrangements at least once per term. If the student is unable to maintain their independent living arrangements, the arrangement should be terminated and IED notified.

**Please scan your completed checklist and email to:** [international.school.support@education.vic.gov.au](mailto:international.school.support@education.vic.gov.au).

If endorsed, IED will update the welfare status of the student in VISIT to ***Living Independently*** and notify the school. Once this notification is received, the student can commence to live independently.