



Younger Student Admissions Policy and Procedure

1. Preliminaries

Commencement

1.1 This policy and procedure commenced on 1 April 2024.

Purpose

1.2 This policy and procedure outline how the Australian Guild of Education (“AGE”) upholds the principle that applies to a younger student under the age of 18 seeking to enrol. This policy will ensure that prospective students are aware of AGE policy regarding younger students and that if AGE changes its policy on enrolling students under 18 years of age how it will be communicated to the regulator.

Application

1.3 This policy and procedure applies to younger students wishing to enrol at AGE, and to all staff involved in the admissions process.

2. Definitions

None.

3. Policy Statement

3.1 AGE does not accept students under the age of 18 years.

3.2 If an application is made and the candidate is less than 18 years of age, the administration will notify the applicant of AGE’s policy to not enrol an applicant under the age of 18.

3.3 If AGE changes the policy regarding the admission of younger students, it will:

- a. Make changes to this policy.
- b. Ensure that it meets its regulator obligations and that associated policies are changed to reflect AGE regulatory obligations.
- c. If plans on enrolling students under 18 years of age change, that AGE will submit evidence to demonstrate compliance with Standard 5 to TEQSA.

4. Responsibilities

N.A.

5. Procedures

N.A.

6. RELATED LEGISLATION AND DOCUMENTS

Applicable External Standards and Codes

6.1 This policy and procedure complies with the following standards and codes:

Standard / Code	Standards / Clauses
National Code of Practice for Providers of Education and Training to Overseas Students 2018 (www.legislation.gov.au/Details/F2017L01182)	▶ Standard 5- Younger overseas students

7. Feedback

7.1 AGE staff and students may provide feedback about this document by emailing support@guildmusic.edu.au for such feedback to be incorporated into a future review.

8. Document Control

Approval Review	Details
Governing authority	Board of Directors
Responsible officer	CEO
Endorsed by	Board of Directors
Date of approval	22 March 2024
Date of effect	1 April 2024
Formatting Update	NA
Review date	1 April 2027
Version	V1 Est 2024