Under 18 International Students Policy and Procedures

Name:	**Under 18 International Students Policy and Procedures**
Approved by:	Director
Date Approved:	19 November 2024
Implementation Owner:	General Manager
Maintenance Owner:	General Manager
Review Date:	20 November 2025

Purpose

This Policy and Procedure aims to provide a framework for established principles and processes for George Brown College's (GBC's) provision of appropriate accommodation, support, and general welfare arrangements for Under-18 International Students.

This Policy seeks to ensure compliance with the Education Services for Overseas Students (ESOS) Act 2000, Standard 5 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018, which suits the needs of younger ELICOS students.

Scope

This Policy and Procedure applies to:

- all international students aged Under-18 years at their commencement date; and
- all arrangements for the accommodation, support, and welfare of such students for which the College has accepted approval responsibility under subclause 1(c) of the policy.

Definitions

For the purposes of this Policy and Procedures:

a) Course commencement- means the first day of the first teaching Period.
b) Nominated Welfare Period - means the nominated dates between which GBC has agreed in writing to assume responsibility for a student under the age of 18 who has neither a parent nor a suitable relative in Australia to care for him or her, as marked on the student's Under-18 Student Welfare Letter.
c) Registered Course - a course of education or training provided by GBC, for the ESOS Act 2000 and is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
d) Student - means an international student under the age of 18 years old who is studying at GBC.
e) Study Period- a designated session.

Recruitment of an under-18 overseas student:

GBC makes information available that is comprehensive, current, and in plain English to overseas students, or intending overseas students, before they are enrolled, including:

- ✓ the policy and process GBC has in place for approving the accommodation, support, and general welfare arrangements for younger overseas students. Prior to accepting an overseas student or intending overseas student for enrolment in a course, GBC must ensure that Under-18 students fulfill all entry requirements or the relevant course they are applying for.
- ✓ Prior to GBC accepting an under-18 student, or an intending student, for enrolment in a course, we provide, in print or through referral to an electronic copy of the College brochure (Shape the Future) and U18 Student Handbook, current and accurate information regarding the following:
- ✓ a. the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications, or work experience required, and whether course credit may be applicable.
- ✓ b. the course content and duration, qualification offered if applicable, modes of study, and assessment methods.

f. campus locations and a general description of facilities, equipment, and learning and library resources available to students.

g. indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies.

h. information about the grounds on which the student's enrolment may be deferred, suspended, or cancelled.

i. a description of the ESOS framework made available electronically by the Department of

Education and

j. information about the grounds on which the student's enrolment may be deferred, suspended, or cancelled.

k. relevant information on living in Australia, including:

i. indicative costs of living.

ii. accommodation options Education agents are responsible for providing offshore students with this information or referring them to the relevant document prior to enrolment. Agents are also responsible for ensuring that students have adequate information about the courses on offer to be able to make an informed decision about the most suitable course to meet their learning needs and goals.

Application Process

a. On receipt of a completed Application Form, the Student Services Team or authorised delegate will decide on eligibility.

b. Each enrolment application is to be assessed to ensure that the student's qualifications, ex perience, and English language proficiency are appropriate for the course for which enrolment is sought. This is completed through completing the Admission Checklist.

c. The Admissions Officer or authorised delegate assesses the applicant's previous educational qualifications (either obtained in Australia or overseas) necessary for studying at the required level of the proposed qualification. The application is also assessed to determine whether the applicant meets the required entry-level competencies for the qualification in which the applicant wants to enrol.

CII and CIII Courses entry requirements for UNDER-18 students

Although there are no pre-requisites for these qualifications, students at George Brown College must meet the following entry requirements to obtain admission to this training product:

- Have completed an Australian School level year 7, or equivalent.
- Age of 16 years or over.
- Obtain a minimum IELTS 4.5 (or equivalent TOEFL 32-45, PTE 29).

For exceptions, refer to our English Language Requirements Policy on our website.

- Successfully complete the Pre-Training Review.

CIV Courses entry requirements for UNDER-18 students

Although there are no pre-requisites for these qualifications, students at George Brown College must meet the following entry requirements to obtain admission to this training product:

- Have completed an Australian School level year 8, or equivalent.
- Age of 16 years or over.
- Obtain a minimum IELTS 5.5 (or equivalent TOEFL 46-59, PTE 36).

For exceptions, refer to our English Language Requirements Policy on our website.

- Have successfully completed the Pre-Training Review.

Student with Impairment and Disability

Students will be assessed based on the questionnaire given in the application form under Impairments and Disability. Students are required to respond with a "Yes" to a minimum of 10 of the 15. If the student's answers include more than 5 "No", an interview with the student's advisor and trainer is conducted to determine whether the student needs to be transferred to a different course. An individual support plan is established, describing educational support measures to be used to support students learning.

Students will need to meet with the student's advisor fortnightly to monitor their progress. During these meetings, the student will be continuously reassessed. Educational support measures will be used until the student demonstrates that s/he can independently perform all tasks listed in the questionnaire.

Those students that answer "No" to 1-4 of the tasks included in the questionnaire, will meet with their trainer to establish an individual support plan, including measures to be used to support students learning. The trainer will reassess the student periodically and will continue to provide educational

Credit Transfer

support until the student demonstrates that can independently perform all tasks listed in the questionnaire. All records must be kept in the student file.

- Course credits may be gained by applicants who are transferring from another RTO or have studied one or more units in the same qualification at another RTO.
- See Credit Transfer Policy and Procedure.

Recognition of Prior Learning (RPL)

See Recognition of Prior Learning (RPL) Policy and Procedure.

- Each qualification defines how RPL is to be assessed for that course and the units within that course.
- It is important that students lodge an application for RPL with their Application Form. GBC reserves the right to vary, replace, or terminate this policy from time to time.

1. ENROLMENT OF STUDENTS UNDER 18 YEARS OF AGE

GBC admits international students under the age of 18 at their commencement date if the admissions officer is satisfied that:

a) the student will live in Australia with a parent or legal custodian.
b) the student will live in Australia with a relative over 21 years of age and of good character, who has been nominated by a parent or legal custodian and approved by the Department of Home Affairs (DHS or DHA as applicable); or
c) the student will live in Australia under accommodation, support, and welfare arrangements that have been approved by the College. Admissions Officer shall consider, on a case-by-case basis, accepting responsibility for the accommodation, support, and general welfare arrangements for students that are under the age of 18.

For the purposes of this policy:

a) a student may reside in Australia with a parent or legal Guardian who travels to Australia to provide welfare for the student for the duration of their study.
b) a student may reside in Australia with a suitable relative over 21 years of age who is approved by the student's parents or legal Guardians. This relative must be nominated

as the student's guardian to the Department of Home Affairs on the appropriate form accompanying the application for a student visa. The relative should be:

i. a grandparent, brother, sister, aunt, uncle, niece or nephew or a step-grandparent, stepbrother, step-sister, step-aunt, step-uncle, step-niece or step-nephew; and
ii. be of good character.

c) a student may also reside in Australia if their parents approve of GBC being responsible for their accommodation, support, and general welfare arrangements.

If GBC wishes to enrol international students under the age of 18 who are already in Australia, it shall inform the prospective students during the recruitment phase that they are required to have, and submit evidence of their welfare arrangements in place, which was required at the time that they lodge their student visa application.

If a student is undertaking a package of courses, the student must ensure that he or she has adequate welfare arrangements in place during any gap period between courses.

In the Application for Enrolment Form, students will be required to choose from the following Options:

Option 1

The student will reside and be cared for (until the end date on the eCoE or the day of the student's 18th birthday) with a parent/ guardian or a suitable relative who is over the age of 21 and of good character.

This arrangement must be approved by the Department of Home Affairs (DHA) and will not require a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter from GBC.

Option 2

The student will not be cared for while in Australia by a parent, guardian, or suitable nominated relative. At this stage, the college organises accommodation with the Australian Homestay Hub and 2Stay providers. The student is responsible for any fees and costs associated with these arrangements.

This option will require GBC to provide a CAAW letter to the Department of Home Affairs as part of their visa application (see details below).

If students choose *Option 2*, they will follow the steps below:

STEP 1 - Choose one of our approved homestay providers. GBC Staff will then book and confirm accommodation and guardianship arrangements directly with the homestay provider.

STEP 2 - Submit the following documents to GBC Admissions Officer:

- International Students Under-18 Welfare Arrangement Form (COMPLETE OPTION 2 ON PAGE 1)
- Proof of confirmation by submitting the Homestay family profile.
- Legal custodian document (if applicable).

STEP 3 - Once all the requirements are met, the GBC Admissions Officer will send the student a Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter to facilitate the application for their student visa. The nominated welfare period will commence at least seven calendar days prior to the commencement of the Course start date and will conclude seven days after the end date of the student's course, or the day on which the student turns 18, whichever date is earlier.

GBC is not taking over legal responsibility for overseas students under the age of 18 by issuing the CAWW letter. The parent or person who has custody of the overseas student is at all times legally responsible for the student.

How GBC will select and choose their Homestay Provider:

GBC takes all practical steps to ensure welfare is maintained at all times, regardless of the overseas student's study circumstances. GBC:

- Ensures any adults involved in providing overseas student accommodation or welfare arrangements have Working with Children Checks (WWCC) appropriate to the jurisdiction in which the provider operates and the accommodation is situated; **and**
- Regularly verifies that overseas student accommodation is appropriate to the student's age and physical needs; **and**
- Will notify the police and any other relevant agencies as soon as practicable if unable to contact an overseas student and there are concerns for the overseas student's welfare; **and**
- Report through Provider Registration and International Student Management System (PRISMS) if the registered provider is no longer able to take responsibility for the overseas student's welfare; **and**
- Makes all efforts to contact a younger overseas student's parent or legal custodian immediately if they can no longer approve the overseas student's welfare.

WELFARE REQUIREMENTS AND STUDENT RESPONSIBILITIES

Students must not enter Australia prior to the commencement of the nominated welfare period, or their visa may be subject to cancellation unless they are accompanied by a parent or legal guardian.

Student welfare arrangements require students to:

- Engage in regular consultations with the GBC Administration Officer.
- Not change accommodation without approval from the College.
- Contact the GBC Administration Officer in advance if students are unable to attend any of their regularly scheduled meetings, and GBC will reschedule the meeting for another time within that same week or the following week.
- If students plan to sleep overnight at another residence or travel outside Sydney, they must seek permission in writing from the College using the 'International Students Under-18 Overnight Accommodation Form'.
- Notify a GBC Administration Officer to discuss any problems or issues that may arise relating to student accommodation and/or welfare arrangements.

NOTE: Should students fail to comply with the requirements, GBC is obligated to notify the Department of Home Affairs (DHA). By notifying the Department of Home Affairs, GBC is reporting a breach of student visa conditions. This report may result in a cancellation of the student visa.

REQUIRED AGREEMENTS

If the student requires College approved accommodation, support, and welfare arrangements as referred to in subclause 1(c), the student and their parent or legal custodian must enter into and provide evidence of the following arrangements:

a. A binding agreement with the student's accommodation provider; Students and their parents must fill in, complete, and return the 'International Student Under-18 Welfare Arrangement Form'.

b. A binding agreement with the student's College; sign and return the Offer letter of the College on or before the date of accepting the offer of admission to the course. If a student requires the College approved accommodation, support, and welfare arrangements referred to in subclause1(c), the student must accept the following terms and conditions, which will be detailed in the student's offer of admission:

The student must agree to:

a. Continue living in the approved accommodation until they are 18 years of age unless alternative accommodation is approved in writing by the College and a parent or legal custodian,

b. Maintain one-to-one contact with their welfare provider, and attend regular phone and face-to-face meetings when required; and

c. Act responsibly, including being aware of their responsibilities under Australian law, and avoid illicit activities and risk-taking behaviour.

The student must acknowledge that:

a. The College is not responsible for any fees and costs associated with their accommodation and welfare arrangements.

b. The College is not legally responsible for the student's actions whilst in Australia; and

c. The College is entitled to withdraw approval of the student's accommodation, support and welfare if the student is found to have breached these terms and conditions.

d. A binding agreement with the student's accommodation provider must require the accommodation provider to meet the College's minimum standards for the relevant category of accommodation providers.

PROCEDURE

This procedure:

a. Meets the requirements of the Standard of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Standard 5); and
b. Provides appropriate well-being and safety, accommodation, support, and welfare arrangements for students who are Under-18 years of age.

On receipt of the completed agreement, GBC will record the parent/guardian or suitable relative's name, home address, email address, and contact phone number on students' profiles within the RTOManager, Student Management system. Where the student will be residing with a parent/guardian or suitable relative, GBC will proceed with finalising the student's acceptance into their desired course.

GBC will provide students with an orientation and access to relevant information containing details on:

a) Who to contact in emergency situations, including contact numbers of a nominated staff member of GBC.
b) Seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical, or other abuse.
c) Inform the student of their visa obligation to maintain their current welfare arrangements until the transfer date or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect.
d) GBC undertakes surveys for improvement. Students will fill out an orientation survey after attending the orientation.
e) Students will also be provided Term surveys as they are studying in their allocated Courses. GBC Conducts regular term surveys every 6 months. Along with this survey, GBC will also use the 'Feeback on Homestay Provider Form' to ensure that overseas students are residing at appropriate accommodations.
f) GBC will maintain up-to-date records of the student's contact details as outlined in Standard 3.5, including the contact details of the student's parent(s), legal guardian, or any other adults responsible for the student's welfare.

Complaints and appeals

Students or legal guardians of students may access the GBC Complaints Policy via the GBC website. Students and their legal guardians have the provision to complain about training and assessment matters or services provided by GBC.

GBC will continue providing welfare and accommodation arrangements to the students until the complaints and appeals process is finalised. Where the complaints/appeal is related to welfare and accommodation services provided by a third party, GBC will liaise with the third party to investigate and resolve any issues.

GBC accommodation requirements

1. If a student is going to be late arriving at their accommodation, they must inform the accommodation provider and carer of their new arrival time and date.
2. Student is required to return every day to their approved accommodation prior to curfew.
3. If, for any reason, a student is late and will return to accommodation after curfew, the student must contact their welfare carer to advise them and request them to contact the accommodation provider.
4. The accommodation provider or homestay host will inform the carer if the student returns to the accommodation after curfew or if they do not return to the accommodation overnight.
5. Student who breaches curfew can expect to be given a warning letter and asked to agree to a behaviour contract. If the student continues to breach curfew, they may be suspended or excluded by GBC and reported to the Department of Home Affairs for breach of their visa.
6. Students must not have visitors in their room without the permission of the accommodation provider or homestay host.
7. Student must get their carer's permission before they will be allowed to be absent overnight or longer from their accommodation.

Where GBC agrees to accept responsibility for the student's accommodation, support, and welfare arrangements, the nominated GBC staff member will arrange for the student to be advised in writing and given a general outline of the accommodation and support arrangements that will be made for them. GBC will also direct the student to the information contained in this policy and to the procedures that the student must follow to ensure compliance with this policy.

The student's parents shall sign the acceptance of GBC's Guardianship section which is within the offer letter provided to the student, to acknowledge acceptance of the conditions required by GBC in accepting responsibility for the student's welfare.

GBC must ensure that when GBC staff raise an eCoE on PRISMS for a student for whom GBC has accepted responsibility for accommodation and welfare arrangements, they also notify DHA of GBC's role by raising a Confirmation of Appropriate Accommodation/Welfare Arrangements (CAAW) letter.

The CAAW must specify the start and end dates of the accommodation and welfare arrangements. The student cannot enter Australia on their student visa until the welfare start date has been reached and this date must be carefully matched to the course commencement date and the time taken to travel from the home country.

The end date of the welfare arrangements will normally be advised as 7 days after the end date of the eCoE, or when the student has reached their 18th birthday if that is earlier.

Monitoring Homestay Accommodation

Where GBC agrees to accept responsibility for approving a student's welfare arrangements it will require the student to stay in GBC's approved homestay accommodation. GBC must ensure:

a. the good character of the homestay providers by obtaining working with children checks, personal interviews, and verifying references.

b. a good standard of homestay accommodation suitable for students, through home inspections undertaken by homestay provider.

c. GBC Staff will provide the homestay provider with the 'Initial and Regular Site Visit Checklist and Acknowledgement Form' to do this.

d. GBC will receive reports from Homestay providers.

- ✓ initially, prior to the accommodation being approved; and
- ✓ at least every six months thereafter.

GBC will analyse these reports to ensure that the overseas students' accommodation is appropriate to the overseas students' age and needs.

Students will also be required to meet with a nominated GBC staff member as often as he or she requires, but no less frequently than each month.

Students must live in GBC-approved homestay accommodation until they are 18 years of age and not change that accommodation unless a written agreement is obtained from the parent/ guardian or suitable resident.

The student must not spend a night away from the approved homestay address or undertake any travel that would require an overnight absence from the homestay address without first obtaining the relevant GBC staff member's written approval.

GBC will require the student to maintain a high standard of personal and social behaviour throughout the homestay period, to conduct themselves responsibly, to refrain from risk-taking behaviour, and to devote themselves properly to their studies.

Refusal to obey an instruction from the homestay provider or a GBC staff member to address deficiencies in the aspects of behaviour and personal conduct referred to in the above clause will provide grounds for GBC to advise DHA that it has withdrawn its support for the accommodation and welfare arrangements. This may have implications for the student's visa.

GBC must also advise DHA as soon as possible using the specified PRISMS pro forma letter if the under-18-year-old student has changed his or her living arrangements or if GBC no longer approves of the arrangements for the student.

GBC may approve requests from students for alternative accommodation or welfare arrangements other than GBC's approved homestay where:

a. The student's parents or Guardian approve in writing of the alternative arrangements.

b. GBC is satisfied as to the good character of the adult(s) who are to be assigned guardianship of the student.

c. The accommodation has been inspected by a nominated GBC staff member and found to be suitable.

d. It is satisfied that the arrangements will provide accommodation and welfare arrangements at least equivalent to what could be obtained through GBC's approved homestay arrangement.

and

e. The arrangement is secure and likely to last until the student completes their course or turns 18.

Changes to Student Welfare Arrangements Previously Agreed by GBC

A student is not permitted to change their agreed accommodation or welfare arrangements unless first approved by the relevant nominated GBC staff member.

Failure to comply with the above clause will be considered grounds for GBC to notify DHA of its 'withdrawal of approval of accommodation and welfare arrangements' which may have implications for the student's visa.

DHA will be notified when the student changes accommodation and welfare arrangements with GBC's approval.

If a student refuses to maintain GBC's approved care arrangements, GBC will notify DHA using the Non-Approval of Appropriate Accommodation/Welfare Arrangements Letter in PRISMS which is likely to result in the cancellation of the student's visa.

If a student has gone missing from the approved accommodation and cannot be contacted, GBC will:

a. implement its documented Critical Incident Policy; and
b. if after a reasonable period, the student has not been found, GBC shall report the student's breach of visa condition to DHA, which is likely to result in the cancellation of the student's visa.

Non-Homestay Overnight Accommodation

Under-18 students who wish to stay overnight at an address other than their approved GBC homestay address must submit the form called International Students Under-18 Overnight Accommodation Consent Form to administration, at least 3 days prior to the request date, which has been signed by their homestay parent, and parent/ guardian approving such accommodation. This form must also be approved by the nominated GBC staff member.

If GBC accepts under-18 students from another provider, GBC will ensure there is no gap in welfare arrangements. In accepting the overseas student, GBC will liaise with the first registered provider to ensure the overseas student has appropriate welfare in place at all times and issue a CAAW letter covering the transition from their accommodation arrangement to GBC's.

Transferring between registered providers

An under-18 student seeking to transfer to another CRICOS registered provider must complete the U18 – Application for cancellation/withdrawal and obtain parental/ guardian approval and the approval of the other institution provider if they are taking responsibility for the student's accommodation, welfare, and support arrangements. If the student is sponsored, the sponsor must also provide their written approval.

Where GBC terminates, suspends, or cancels the enrolment of a student under the age of 18, GBC will continue to check the suitability of care arrangements until:

a) the Nominated Welfare Period expires.

Termination Suspension or Cancellation

b) the student turns 18 years old.
c) the student is accepted by another registered provider who is willing to take on responsibility for approving the care arrangements.
d) the student leaves Australia or other suitable arrangements are made (e.g. parent or other suitable relative takes ongoing responsibility for the student's accommodation and welfare); or
e) events have occurred that make it impossible for the provider to continue to approve the arrangements for the student.

Withdrawal of GBC's Approval

All reasonable efforts will be made by GBC to assist under-18 students with difficulties impacting their welfare arrangements.

GBC's approval for accommodation, welfare, and support will be withdrawn where GBC deems one or more of the following grounds have been met:

a) a student refuses to observe reasonable standards of behaviour as outlined in the Student Handbook.
b) the student refuses to maintain GBC's approved homestay arrangements.
c) the student stays overnight at an address other than the approved homestay address, without parental/legal guardian and GBC's approval.
d) the student's enrolment is cancelled by GBC.

The student will be notified in writing of the grounds for the intended withdrawal of GBC-supported welfare arrangements by the nominated GBC staff. A copy will be forwarded to the student's parent/ guardian or suitable relative.

The student has a right to apply for an appeal for the decision to withdraw GBC's approval for accommodation within 10 working days of notification of the decision. The application for review is to be made using the GBC's Complaints and Appeals Form.

If the review outcome is unsuccessful, or the appeal form against the decision to withdraw GBC's approval for accommodation is not received within the time duration specified above, the student's parent/guardian or suitable relative will be notified that GBC is withdrawing approval for accommodation, support, and welfare arrangements. Alternative welfare arrangements for the students in accordance with the above will be requested.

Where the ground for GBC's withdrawal of support is due to the student refusing to maintain GBC's homestay arrangements, GBC will complete the Non-Approval of Appropriate Accommodation/Welfare Arrangements letter on PRISMS. The provision of this letter signifies a breach of student visa conditions and is likely to result in visa cancellation.

Where the parent/guardian or suitable relative has provided written confirmation that they will be accepting responsibility for the student, the PRISMS Approval to Change Accommodation/Welfare Arrangements letter will be completed.

Requests from Under-18 Students

Any requests to GBC from Under-18 students, such as refund, leave, cancellation, deferment or suspension, bonafide letters, transcripts, etc. must be signed by the student's legal guardian.

If an Under-18 student needs to lodge a complaint, or appeal to a complaint raised by the College, such as an academic assessment decision appeal, appeal towards unsuccessful course progress, etc., or transfer to another provider, they must follow the GBC policies and procedures relevant to the above areas. Legal guardians must sign the required forms when such requests are put through by Under-18 students.

Critical Incident Management Policy and Procedure

Refer to the Critical Incident Policy and Procedure on the George Brown College (GBC) Website. The objectives of this Critical Incident Management Policy and Procedure are to make sufficient preparations for responding to a critical incident or emergency to minimise the effect upon the students, staff, and operations of the business. Management has a specific responsibility to respond to the needs of students in the case of a critical incident.

Critical incidents are extraordinary events that because of their scope, intensity, or duration, overwhelm the organisation's capacity to cope and maintain equilibrium. Critical incidents may be classified as natural, such as floods, bushfires, earthquakes, and storms; or human-caused, through deliberate attack on the people or resources of the College.

Students are properly orientated in how to respond to a critical incident and what support is available to them.

Emergency situations may disrupt welfare arrangements without warning. During such situations, GBC will follow the Plan of Action as stated elaborately in the Critical Management Policy and Procedure

Records of the incident will be kept for at least two years after the overseas student ceases to be an accepted student; and protocols for informing authorities such as the police, the Department of Home Affairs officials, the overseas student's parent or legal custodian, and other relevant authorities will be maintained.

Recruitment of overseas students:

George Brown College makes all information available that is comprehensive, current, and in plain English to overseas students, or intending overseas students, before they are enrolled, including the policy and process GBC has in place for approving the accommodation, support, and general welfare arrangements for younger overseas students, where relevant.

Variations

GBC reserves the right to vary, replace, or terminate this policy from time to time.

Version	Approval date	Reviewed by	Approved by	Change
V1.0	**03 August 2023**	**General Manager**	**PEO**	Development of Policy
V2.0	**12 May 2024**	**Compliance Consultant**	**PEO**	Rectified as per the internal audit report requirements
V.3.0	**19 November 2024**	**General Manager**	**PEO**	Change of Address

Disclaimer

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