



Unitec International

### Checklist for Selecting and Monitoring Student Accommodation

TASK	COMPLETE
1. Designate a resource person or unit for accommodation	
2. Serious concerns reported to the Administrator	
3. Ensure that students are living in one of the following forms of accommodation: <ul style="list-style-type: none"> <li>• Homestay</li> <li>• Designated Caregiver</li> <li>• Unitec Residential Village</li> <li>• or with parents</li> </ul>	
4. Determine that homestay and/or designated caregiver accommodation is not a boarding establishment	
5. Assess suitability of caregiver	
6. On site assessment of residential facilities	
7. Assess whether carer will provide a safe physical and emotional environment	
8. Establish support structure for carers	
9. Meet with students in residential care at least quarterly (except those living with parents)	
10. Visit all residences twice yearly (except parents & designated caregivers)	
11. For designated caregivers also: <ul style="list-style-type: none"> <li>• Have designated caregiver indemnity document signed by parents</li> <li>• Meet and establish communication with designated caregiver</li> <li>• Check the designated caregiver is a bona fide relative or parent's friend</li> </ul>	
12. Ensure police vetting is done on all adults aged over 18 years living in: <ul style="list-style-type: none"> <li>• Homestays</li> <li>• Designated Caregivers (optional)</li> </ul>	

See also Unitec's [Accommodation for International Students Policy](#).