

Recording and Monitoring of Student Attendance Procedure

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Issue Date:	Issue History:
April 2015	Policy approved (V1.0)
August 2016	Reviewed (V1.1)
October 2016	Updated NIR Changed from 80% to 85% (V1.2)
August 2017	Reviewed and revised (V1.3) ELICOS and Director of Quality Assurance removed
February 2018	Reviewed and revised (V2.0) Changed DIBP to DoHA Changed Standard 11 to Standard 8

Procedure Title	Recording and Monitoring of Student Attendance Procedure
Procedure	<p>I. Prospective students are referred to the College attendance policy in the Letter of Offer. The attendance policy and procedure is also available to students on the website, information is available in the student Pre-Enrolment handbook and the Student handbook and attendance requirements are explained during the Orientation sessions.</p> <p>ii. The College will monitor student progress and provide intervention and support to enable the student with supported opportunities to complete their qualification within the duration of the CoE – see Course Progress and Completion in Expected Duration policies and procedures.</p> <ul style="list-style-type: none"> • Trainers will mark the class roll daily to record attendance and the VET Administration Officer will enter the absences in the SMS [TEAMS]. • The College will monitor record and assess students' attendance for each study period/term. • At Orientation the attendance requirements are explained and the students are directed to the Recording and Monitoring of Student Attendance policy and procedure. • Where a student does not maintain satisfactory attendance, of 80% across a study period/term and/or a specific unit of their course, an intervention may begin. <p>I. The student will be first contacted by email when their attendance falls to 85% informing them of the situation and the implications of a falling attendance rate.</p> <p>ii. The second notification email will be sent when the attendance falls to 75%. The DoS will check the academic progress of the student and where the academic progress is also not satisfactory, the Learning Advisor will be notified for monitoring.</p> <p>iii. If attendance falls below 70% and the student is not making satisfactory academic progress the learning advisor will follow up with an intervention process for failure to maintain satisfactory academic progress with poor attendance. The intervention is to provide the student with the opportunity to make satisfactory academic progress.</p>
Related Procedure:	Academic Progress Policy and Procedure Completion Within Expected Duration Policy and Procedure Complaints and Appeals Policy and Procedure Student Support Policy and Procedure Student Engagement Before Enrolment Policy
Related Forms:	Student Complaints Form Student Appeals Form Enrolment Variation Form
Procedure Owner:	Director of Studies – Melbourne, Perth VET Education Director
Approved by:	CEO
Approved Date:	February 2018
Study Period/Term	9 or 10 weeks for the purpose of attendance, 12 weeks includes the term breaks
Definitions	RTO -Registered Training Provider Intervention Strategy -Those actions, that the trainer or management recognises as needed for a student to successfully complete a course (see Academic Progress Policy and Procedure) Unsatisfactory progress - not successfully completing or demonstrating competency in at least 50% of the course requirements in a study term period.

	<p>Unsatisfactory attendance – not meeting the 80% attendance rate for scheduled classes in a study term period which is required to meet student visa conditions, and not making satisfactory academic progress where the attendance falls below 80% and above 70%.</p> <p>Unexplained absence -Any absence of more than five consecutive days that is not supported by legitimate evidence e.g. funeral notice, doctors certificate, dental statement or with prior approval.</p> <p>SMS – The Student Management System [TEAMS].</p>
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