

Attendance Policy & Procedure

Purpose & Legislative Background

Overseas students are required to be enrolled in a full-time registered course to undertake the study. For VET courses, a full-time course is a minimum of 20 scheduled course contact hours per week, unless otherwise specified by ASQA. Students are also expected to progress through their course so that they complete the course within the nominated course duration. The National Code defines course progress as 'the measure of advancement within a course towards the completion of that course irrespective of whether course completion is identified through academic merit or skill-based competencies. When providing VET courses to overseas students, providers deliver training prior to the assessment to achieve skill-based competencies. Providers need to facilitate learning so that students can consistently apply knowledge and skill to the standard of performance required in a workplace. This policy is to assist in the management of the attendance monitoring process at State Institute of Training.

Scope

This policy applies to all current students at State Institute of Training (herein after referred as SIT).

Policy

State Institute of Training expects that the students should attend **all the classes within their course** to facilitate optimum learning. However, if students have valid reasons for absence, a minimum of 90% of their course contact hours must be maintained to avoid being picked up for intervention process of SIT .

Students must contact SIT every time they will be absent prior to the regular class time, via email, phone, or SMS to a member of State Institute of Training staff.

Students who do not advise SIT of absences will be contacted/counselled by their trainer/ student support officer or another nominated State Institute of Training staff member.

Maintaining satisfactory attendance is a student visa requirement.

Class attendance is essential for students to progress satisfactorily in their course and to be deemed as genuine/Bonafide students.

State Institute of Training will commence the intervention strategies for non-attendance via warning letters/ intervention meeting and reporting to academic department for impact on course progress.

State Institute of Training believes good attendance is important to achieve desired educational outcomes.

State Institute of Training will at a minimum contact and counsel students who:

- have been absent for more than five consecutive days without approval; or

- are at risk of not attending at least 90% of the scheduled course contact hours.

All phone conversations, copies of letters, emails and notices relating to attendance will be kept on the student file/Student Management System and student attendance is monitored daily by trainers. Student absences are tracked and monitored at the end of each week.

All absences due to illness should be accompanied by a medical certificate.

Procedure

Attendance is recorded by the trainer & assessor twice daily, for the morning and afternoon sessions. Any **absences longer than 5 consecutive days of the assigned timetable** without approval will be investigated as a matter of urgency.

- The Student Support Officer will attempt to contact the student.
- If a student is not contactable, their agent will be contacted.
- The Student Support Officer will counsel the student on the importance of notifying SIT when absent.
- If contact cannot be made, the Student Support Officer will discuss the issue with the Academic Manager and the relevant authorities will be notified (e.g., police, DHA, next of kin).

The formal process for addressing attendance issues is as follows:

Attendance Monitoring – State Institute of Training would monitor the student's attendance every 5 weeks via an attendance monitoring register. This tool alerts State Institute of Training student support team when a student's attendance falls below 90% or less so that the relevant warnings can be issued.

90% Attendance – WARNING 1: Students whose attendance falls below 90% will be contacted by letter/email and/or SMS to alert them that their attendance is at risk. Students will be advised to discuss the matter with a Student Support Officer and attend all future class as per the schedule.

85% Attendance – WARNING 2: Students whose attendance fall below 85% will be contacted by letter/email and SMS warning them that they are now at risk of being reported to academic team which may then report to DHA due to poor course progress. And they must make an appointment with the Academic Manager ASAP for assistance/advice.

Less than 80% Attendance – Intention to Report: As soon as State Institute of Training is aware a student will not achieve 80% attendance, State Institute of Training will send students an 'Final Intention to Report to Academic Team' which shall inform the student that they have 20 working days in which to access State Institute of Training's complaints and appeals process.

If a student chooses NOT to access the complaints and appeals processes within the 20-working day period, withdraws from the process or the process is completed and the decision is not in the student's favour, State Institute of Training will initiate the intervention process as necessary if the student is not achieving satisfactory attendance.

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State Institute of Training may decide not to report a student to the academic team where attendance has fallen below 80% if State Institute of Training is satisfied, they are a genuine/bonafide student and where the student provides:

- Documentary evidence demonstrating compassionate or compelling circumstances for their absence s e.g., medical illness supported by a medical certificate, AND
- Attendance has not fallen below 70%, AND
- Academic progress is satisfactory.

Where a student with low attendance can demonstrate (and provide evidence of) compassionate or compelling circumstances, the CEO will assess whether a temporary suspension of studies is in the best interest of the student. Refer Deferring, Suspending, and Cancelling Overseas Student Enrolment Policy and Procedure.

In all circumstances, if the student's attendance drops below 70%, students will be reported to Academic Department for further intervention and action based on Course Progress

If a student cease attending a course or does not return from leave, and/or is unable to be contacted, SIT will notify the academic team for further action on course progress which may also lead to cancellation of enrolment due to poor course progress.

Management Action and Responsibility

CEO holds the responsibility for overall implementation of this policy.