

VPS54a ATTENDANCE FOR VET COURSES POLICY AND PROCEDURE

Abbreviations:

ATMC (The Company)	Australian Technical and Management College
SMS	Student Management System
SVTS	Skills Victoria Training System
VET	Vocational Education and Training

Policy

1 Purpose

- 1.1 To ensure that ALL students who attend VET courses at ATMC maintain satisfactory course attendance, achieve satisfactory learning outcomes and complete their studies within the expected duration.
- 1.2 To specify student attendance requirements for VET courses offered by ATMC and the processes for managing student compliance with those requirements.

2 Scope

This Policy and Procedure applies to all ATMC students and staff.

3 Principles

- 3.1 Management of student attendance is fair, equitable, reasonable, transparent, and follows due process;
- 3.2 Processes and practices are designed to identify as early as possible students who are not actively participating in their course and are at risk of failing units and are at risk of not progressing satisfactorily through their course;
- 3.3 Intervention strategies are developed taking account of the multiple factors that can impede active course participation.
- 3.4 ATMC's approach to managing student attendance is regularly reviewed to ensure compliance with mandated requirement.

4 Policy Statements

- 4.1 Academic Quality
 - 4.1.1 The curriculum, modes of delivery, support services and facilities are designed for active participation in units and courses, including attending classes and actively participating in class activities and academic interactions.
- 4.2 Monitoring Attendance
 - 4.2.1 ATMC has in place an effective system for monitoring student attendance which includes class participation. Evidence obtained through this system is one of the triggers for interventions and provision of support.

Procedure

5 Requirements

- 5.1 All students commence their courses with an allocation of 100% attendance recorded in the SMS against their scheduled classes.
 - 5.1.1 For example: Scheduled – 2 days of Face-to-face classes per week from 9am to 4.15pm.
- 5.2 All students maintain 100% attendance by attending all required scheduled classes.
- 5.3 All trainers / assessors will be provided with attendance recording sheets to record attendance for all scheduled classes. This document provides the following details:
 - 5.3.1 Trainers name and place for signature and date recording.
 - 5.3.2 Student's names scheduled for the session and place for recording attendance.
- 5.4 Each session attendance will be recorded by the trainer/assessor as follows:
 - 5.4.1 Present for Theory Class (PT)
 - 5.4.2 Present for Practical Session (PP)
 - 5.4.3 Absent (A)
- 5.5 It is the responsibility of each student to notify their trainer prior to 9am if they will be absent on a given day.
 - 5.5.1 A properly notified absence of up to two (2) days due to illness will not require a medical certificate.
 - 5.5.2 All absences of more than two (2) days will require a medical certificate.
- 5.6 All recorded attendance records will be forward to the Student Support team to record attendance into the SMS for monitoring.
- 5.7 Any absence from scheduled session will be deducted from the projected attendance percentage.
- 5.8 ATMC compliance team monitors and review attendance weekly. It is proactive in notifying student support team of students who are at risk of failing to meet the attendance requirements of at least 80% of all scheduled contact hours for the duration of the course.
- 5.9 Any student that been absent for three (3) consecutive scheduled sessions will be in the first instance provided with a reminder email advising them of their contractual commitment to maintain their schedule session attendance for their course.

6 Intervention

- 6.1 A student who is too ill to immediately continue with their studies may apply for special leave and have their enrolment temporarily suspended on the grounds of compassionate or compelling circumstances.
 - 6.1.1 Please refer to the Deferral, Suspension or Cancellation of Enrolment Policy and Procedure and Deferral, Suspension or Cancellation of Enrolment for Skills First program.
 - 6.1.1.1 SVTS 'code 40' is activated at unit level for all continuing units.

6.1.1.2 SVTS 'code 42' is activated at Program level.

6.2 If a student is absent for more than five (5) consecutive scheduled classes days, they will be required to meet with the student support team (sent a letter via email) for an intervention interview to discuss any student issues that is hindering their attendance and to remind them of their contractual obligation regarding attending sessions.

6.2.1 SVTS 'code 40' is activated at unit level for all continuing units.

6.2.2 SVTS 'code 41' is activated at Program level.

6.3 After a student's 1st intervention, if the student maintains their attendance over a six (6) week period, they will no longer be considered at risk.

6.4 After a student's 1st intervention, if the student does not maintain their attendance over a six (6) week period, they will be required to show cause (sent a letter via email) that once again outlines their obligation of attendance and the intent to withdraw the student from their program if they:

6.4.1 Do not attend a second scheduled intervention meeting, or

6.4.2 Do not appeal the withdrawal within twenty (20) working days.

6.5 If after twenty (20) working days the student has not appealed the withdrawal, or no contact has been made by the student, the student will be withdrawn from the course.

6.5.1 SVTS 'code 40' is activated at Program level.

7 Responsibilities

7.1 VET Manager:

7.1.1 Is responsible for the implementation of this procedure and for ensuring that all staff and students are aware of its application and that staff implement its requirements.

7.2 Student Support Manager:

7.2.1 Executes the operational and procedural aspects of this policy

7.3 Trainers and Assessors:

7.3.1 Are responsible for recording students' attendance.

7.4 Students:

7.4.1 Enrolled in VET Courses at ATMC must comply with this policy and procedure.

8 Definition/s

Attendance

Means physically being in the classroom, simulated learning environment, or workplace, and being involved in learning activities organised by the trainers

Legislation

- [Education Services for Overseas Students Act 2000](#)
- [National Code of Practice 2018](#) – Standard 8 (8.9)
- [Standards for Registered Training Organisations \(RTO's\) 2015](#)
- [Skills Victoria Training System – Department of Education and Training](#)

Related Documents

- Completion with Expected Duration Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Course Progress and Intervention Strategy for International Students and Procedure
- Deferral, Suspension or Cancellation of Enrolment Policy and Procedure
- Deferral, Suspension or Cancellation of Enrolment Policy and Procedure – Skills First Program.
- Student Code of Conduct Policy and Procedure

Version Control

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