

VPS54b ATTENDANCE FOR ELICOS COURSES POLICY AND PROCEDURE

Abbreviations:

ATMC (The Company)	Australian Technical and Management College
DHA	Department of Home Affairs
ELICOS	English Language Intensive Courses for Overseas Students
PRISIMS	Provider Registration and International Student Management System
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 ELICOS 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 ELICOS 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 in ELICOS classes are scheduled to attend twenty (20) hours of face-to-face classes per week.
- 5.2 All students are expected to maintain satisfactory attendance by attending all required classes and assessments.
- 5.3 ATMC monitors and reviews attendance every week during the entire duration of the course from the commencement date. ATMC will maintain records of student's attendance for each scheduled study session.
- 5.4 Trainers and Assessors will use the 'Attendance Roll' to record student's attendance at all scheduled classes. Attendance will be recorded on a daily basis.
- 5.5 Initially, all ELICOS students will have a projected attendance of 100%. Absences will be recorded by deducting from the initial full attendance.
- 5.6 At a minimum every two (2) weeks, the relevant Student Support staff reviews the ELICOS students' projected attendance for the students' relevant study period.
- 5.6.1 The study period is ten (10) weeks for ELICOS courses.
- 5.6.2 In calculating the projected attendance for ELICOS students who are enrolled less than the study period, the relevant course duration will be used.

6 Issuance of Warning Letters/ Unsatisfactory Attendance Intention to Report Letter

- 6.1 When issuing warning letters, the following step will be taken:
- 6.1.1 **STEP 1**
- 6.1.1.1 Projected attendance of 90% or absence for more than five (5) consecutive days without approval – A student will be sent an 'Initial Unsatisfactory Attendance Warning Letter' to come to the campus for counselling.
- 6.1.2 **STEP 2**
- 6.1.2.1 Projected attendance 85% – A student will be sent a 'Final Warning Letter' and also be counselled.
- 6.1.3 **STEP 3**
- 6.1.3.1 Below 80% projected attendance – A student will be sent an 'Unsatisfactory Attendance Intention to Report Letter' (Students may be reported to the Department of Home Affairs (DHA) through PRISMS).

- 6.2 If a student comes for a scheduled counselling meeting, the student will be counselled, by the English Coordinator or their representative, in relation to the 'First Warning Letter' and 'Final Warning Letter'.
- 6.3 ATMC will have the discretion to report or not to report a student to the Department of Home Affairs if the attendance percentage remains above 70%.
 - 6.3.1 However, the only exception to reporting attendance breaches will be if ATMC is satisfied that the student has a compelling or compassionate reason for falling below 80%.
 - 6.3.2 This evidence must be supplied by the student (e.g. medical certificates or other documentation). Students who do not supply evidence of reasons for absence will be reported to the relevant authorities.
- 6.4 Students arriving late may attend class. However, attendance hours will be recorded according to the attendance specified on attendance sheet.
- 6.5 If a student fails to attend the support session for an attendance improvement plan, ATMC will continue to contact the student by telephone, email and/or in writing.
 - 6.5.1 At this stage, the student will be requested to attend a support session to formulate a critical improvement plan.
- 6.6 If the student fails to attend the support session for a critical improvement plan, and the student is still absent in the subsequent week, the student will be provided with written warnings of ATMC's intention to suspend or cancel their enrolment and be informed of their rights to access the Complaints and Appeals process within twenty (20) working days.
- 6.7 Students may make an internal or external appeal against ATMC's intention to suspend or cancel their enrolment. They will be informed of their rights to access ATMC's Complaints and Appeals process within twenty (20) working days (plus two (2) working days for postage and handling) as defined in Complaints and Appeals Policy and Procedure.

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 ELICOS 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](#)
- [ELICOS National Standards 2018](#)
- [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
- Student Code of Conduct Policy and Procedure

Version Control

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