

## **P54- Attendance Policy for VET Courses**

### **1.0 Purpose of the procedure**

- 1.1 This policy and procedure is 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 This policy and procedure specify student attendance requirements for VET courses offered by ATMC and the processes for managing student compliance with those requirements.
- 1.3 The attendance policy will also meet the requirements in accordance with:
  - (1) P01-Student Code of Behaviour,
  - (2) P09-Completion within the Expected Duration of Study,
  - (3) P10-Course Progress Policy,
  - (4) Standards for Registered Training Organisations (2015),
  - (5) ELICOS National Standards
  - (6) National Code 2018

### **2.0 Responsibility**

- 2.1 The Director of Studies 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.
- 2.2 The Academic/Student Support Manager executes the operational and procedural aspects of this policy.
- 2.3 All trainers at ATMC are responsible for recording students' attendance.
- 2.4 All students enrolled within vocational courses at ATMC must comply with this policy and procedure.
- 2.5 This policy is made available to staff and students on ATMC website and staff portal.

### **3.0 Requirements/process**

- 3.1 All student commences their courses with an allocation of 100% attendance recorded in the SMS against their scheduled classes. E.g. scheduled - 2 days of Face to face class per week from 9am to 4.15pm.
- 3.2 All students maintain 100% attendance by attending all required scheduled classes.
- 3.3 All Trainers / Assessors will be provided with attendance recording sheets record attendance for all scheduled classes. This document provides the following details
  - Trainers name and place for signature and date recording
  - Students names scheduled for the session and place for recording attendanceEach session attendance will be recorded by the trainer/assessor as follows
  - Present (P)
  - Absent (A)
- 3.4 It is the responsibility of each student to notify his/her trainer prior to 9am if the student will be absent on a given day. A properly notified absence of up to two days due to illness will not require a medical certificate. All absences of more than two days require medical certification.
- 3.5 All recorded attendance records will be forward to the Student support team to record attendance into the SMS for monitoring
- 3.6 Any absence from scheduled session will be deducted from the projected attendance percentage
- 3.7 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.

- 3.8 Any student that been absent for 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.

### Intervention

- 3.9 A student who is too ill to immediately continue his/her studies may apply for special leave and have his/her enrolment temporarily suspended on the grounds of compassionate or compelling circumstances. Please refer to P13\_Deferral, Suspension or Cancellation of Enrolment and P13a Deferral, Suspension or Cancellation of Enrolment for Skills First program. **SVTS code 40 is activated at unit level for all continuing units. SVTS code 42 is activated at Program level.**
- 3.10 If a student is absent for more than five 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. **SVTS code 40 is activated at unit level for all continuing units. SVTS code 41 is activated at Program level.**
- 3.11 After their 1st intervention if the student maintains their attendance over a 6-week period they will no longer be considered at risk.
- 3.12 After their 1st intervention if the student does not maintain their attendance over a 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
- Do not attend a 2nd scheduled intervention meeting or
  - Do not appeal the withdrawal within 20 working days
- 3.13 If after 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. **SVTS code 40 is activated at Program level.**

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**End**