



Registered Training Organization 21248

CRICOS Code 03012E

Attendance [National code 11]

- 1.1 Trainers must use the Student daily attendance record to record student attendance at each scheduled class and note early departures and late arrivals.
- 1.2 The Administration Manager will use the attendance spreadsheet to collate and review each student's attendance on a fortnightly basis based on the trainer attendance records.
- 1.3 If a student presents a medical certificate for absences record it as an absence with medical certificate (amc), count it as an attendance and copy the medical certificate into the students file.
- 1.4 If a student is absent for 5 consecutive days or more a warning letter must be issued immediately and a counselling session arranged with the Training Manager. The details for the warning letter are contained in the document titled "Student attendance warning letters".
- 1.5 If students attendance is above 90% (green) on the hours % to date no action is required
- 1.6 If students are 90% or below (orange) on the hours % to date and above 80% (green) on the projected hours % to the end of the study period then a warning letter must be issued immediately and a counselling session arranged with the Training Manager. The details for the warning letter are contained in the document titled "Student attendance warning letters".
- 1.7 If the student is below 80% (orange) on the projected hours % to the end of the study period then their course progress must be checked. The student may continue if course progress is satisfactory and their projected hours % to the end of term is over 70%. In this case a course counselling interview must be arranged and an intervention strategy must be implemented.
- 1.8 At the course counselling interview the following intervention strategies will be put in place:
 - Student attendance timetable drawn up
 - Student study time table drawn up
 - A fortnightly intervention meeting for the current study period with the Training Manager or a delegated person will be scheduled
 - A fortnightly academic involvement report requested from each subject teacher.
- 1.9 Students failing to attend the course counselling interview without a reasonable excuse may be reported to DIAC for unsatisfactory attendance. Students who are reported to DIAC for unsatisfactory attendance will be sent a Section 20 breach notice will be generated by PRISMS, sent to the student's current address held by the College and a copy placed on the students file.
- 1.10 At the fortnightly intervention meeting the following will be reviewed
 - Fortnightly attendance
 - Fortnightly academic involvement
 - Implementation of the study timetable

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- 1.11 During the intervention period, students who fail to achieve 80% attendance, fail to achieve satisfactory academic involvement or fail to implement the study timetable may be reported to DIAC for unsatisfactory attendance.
- 1.12 Students failing to attend the fortnightly intervention meeting without a reasonable excuse may be reported to DIAC for unsatisfactory attendance. Students who are reported to DIAC for unsatisfactory attendance will be sent a Section 20 breach notice will be generated by PRISMS, sent to the student's current address held by the College and a copy placed on the students file.
- 1.13 If the student is below 80% (orange) on the projected hour's % to the end of the study period and course progress is unsatisfactory then the College must notify the student in writing of its intention to report the student for not achieving satisfactory attendance. The student must be informed they have 20 working days to appeal to the College. If the appeal is not upheld or the student withdraws from the appeal process then the College must report the student to DIAC. Students who are reported to DIAC for unsatisfactory attendance will be sent a Section 20 breach notice will be generated by PRISMS, sent to the student's current address held by the College and a copy placed on the students file.
- 1.14 If the student is below 70% (orange) on the projected hours % to the end of the study period then the College must notify the student in writing of its intention to report the student for not achieving satisfactory attendance. The student must be informed they have 20 working days to appeal to the College. If the appeal is not upheld or the student withdraws from the appeal process then the College must report the student to DIAC. Students who are reported to DIAC for unsatisfactory attendance will be sent a Section 20 breach notice will be generated by PRISMS, sent to the student's current address held by the College and a copy placed on the students file.
- 1.15 Copies of all warning letters, notes from counselling sessions, medical certificates, any other relevant documents and PRISMS breach letters must be placed on the students file
- 1.16 Only include class time when collating student attendance on the spreadsheet. Do not include lunch breaks as attendance time.
- 1.17 Maintain the following in student files
 - warning letters
 - notes from counselling sessions
 - medical certificates
 - appeal documents
 - any other relevant documents
 - PRISMS breach letters