



# VET ATTENDANCE POLICY AND PROCEDURE

## PREAMBLE

For VET courses, the College is not required to monitor attendance under the National Code and therefore, the College does not report attendance for visa compliance purposes. The College will however record each student's attendance for course progress and intervention purposes.

## DEFINITIONS AND ACRONYMS

“**College**” means Australian Pacific College.

“**HIP**” means Holiday Intervention Program.

“**Medical Certificate**” means a certificate issued by a registered medical provider such as hospitals, doctors, dentists, physiotherapists, chiropractors, optometrists, ophthalmologists, psychiatrists and psychologists. The College does not accept certificates from alternative medical practitioners such as herbal practitioners, acupuncturists, Chinese therapists, massage therapists, iridologists, psychics etc.

“**National Code**” means the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

“**Policy**” means this VET Attendance Policy and Procedure.

“**VET**” means vocational education and training.

## 1. ATTENDANCE REQUIREMENTS

1.1 The College will monitor, record and assess the attendance of each student.

1.2 Student attendance shall be:

- a) checked and recorded daily by use of a class roll; and
- b) overall attendance for each subject is assessed at the end of that subject.

1.3 The College expects students to maintain 100% attendance.

## 2. PROCEDURE FOR MARKING ROLLS

2.1 VET trainers are required to enter student attendance directly into the Student Management System for each session. Trainers shall use the following codes when



marking class rolls:

P = present

A = absent

There is also space for the trainer to record the hours that the student was absent or present that day.

### **3. PROCEDURE FOR MONITORING ABSENCE DUE TO ILLNESS**

- 3.1 If a student is absent due to illness, they must inform the College and provide a Medical Certificate. A student's attendance record will be adjusted according to the dates specified in the medical certificate.
- 3.2 If a student is requesting an extension due to absence resulting from illness the request should be accompanied by a Medical Certificate.

### **4. ABSENCES FOR UNDER 18YR OLD STUDENTS**

- 4.1 All absences should be explained in writing by the student's carer, preferably prior to the session from which they will be absent.
- 4.2 All absences due to illness should be accompanied by a Medical Certificate or an explanatory communication from the student's carer.
- 4.3 Parents/guardians of students will be contacted each time the student has an unexplained absence. This means that if a student is absent without explanation, the trainer will contact either Student Care, the VET Academic Coordinator, the Assistant Academic Manager or the Campus Director/Manager, after the attendance rolls have been marked and that person or their delegated staff member will contact the student's parent or guardian.
- 4.4 A file note will be placed on the student's file by Student Care, the VET Academic Coordinator, the Assistant Academic Manager or the Campus Manager confirming contact has been made with the student's parent/guardian and indicating the reason for the absence.

### **5. THE EFFECT OF ATTENDANCE RATE ON THE COST OF HIP.**

- 5.1 HIP is offered by the College for those students who need additional support to progress through their chosen VET subject. A student will be eligible to attend HIP if they:
  - a) need to resubmit an assessment;
  - b) failed to submit an assessment during the term;
  - c) received feedback on an original assessment too late to resubmit in week 9;  
or
  - d) need to achieve a satisfactory result if they have a conditional enrolment



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5.2 A student’s attendance during a subject will determine the fee of any HIP they enrol in. Fees for Holiday Intervention Program (HIP) are charged per assessment at the College’s discretion:

Assessment mark	HIP fee (for each assessment)*
0-20%	\$150
21 - 49%	\$100

*\*A discount of \$50 will be applied if a student’s overall attendance for that subject is 80% or more.*

### **POLICY REVIEW**

This Policy will be reviewed as part of the College’s three year policy review cycle or as required by regulatory changes.

### **RELEVANT LEGISLATION**

This document references the following legislation, regulations, codes and standards:

<b>Relevant Legislation/codes/standards</b>	
<b>Commonwealth</b>	National Code of Practice for Providers of Education and Training to Overseas Students 2018

### **RELATED POLICIES AND PROCEDURE**

This document references no College policies and procedures.

### **KEYWORDS**

<b>Keywords</b>	attendance, monitoring attendance, marking rolls, absence
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### **POLICY OWNER**

<b>Owner</b>	Learner Experience Unit
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## POLICY/PROCEDURE HISTORY

<b>Policy History</b>			
<b>Current version</b>	<b>Current version release date</b>	<b>Author</b>	<b>Description of changes</b>
Attendance Policy and Procedure v2.3R	18 May 2015	Sharon Luhr/ Carolyn Long	Original Document
Attendance Policy and Procedure v2.5R	February 2018	Sara Gaudry	Full update in accordance with the Policy and Procedure Template v1.0, Guidelines for Drafting Policies and Procedures v1.0 and the National Code 2018.
VET Attendance Policy and Procedure v1.0R	June 2019	Sara Gaudry	Division of the Attendance Policy and Procedure v2.5R into ELICOS Attendance Policy and Procedure and VET Attendance Policy and Procedure and updated letterhead.
VET Attendance Policy and Procedure v1.1R(APC)	March 2021	Sara Gaudry	General review