

Attendance Policy & Procedure

Purpose & Legislative Background

For VET courses, a full-time course is a minimum of 20 scheduled course contact hours per week, unless otherwise specified by ASQA.

Students are also expected to progress through their course so that they complete the course within the nominated course duration. Providers need to facilitate learning so that students can consistently apply knowledge and skill to the standard of performance required in a workplace. This policy is to assist in the management of the attendance monitoring process at National Property College.

Scope

This Policy applies to all students and staff of National Property College.

Policy

National Property College policy is students should attend all classes (100%) of their course to gain optimum learning.

Students must contact the college every time they will be absent before the regular class time, via email, phone or SMS to a member of staff.

Students who do not advise the college of absences will be contacted/counselled by their trainer/student support officer or another nominated staff member by National Property College.

Class attendance is essential in order for students to progress satisfactorily in their course and to be deemed as genuine/bonafide students.

National Property College believes good attendance is important in order to achieve the desired educational outcomes.

National Property College will at the minimum contact and counsel students who:

- have been absent for more than five consecutive days without approval; or
- are at risk of not attending for at least 80% of the scheduled course contact hours.

All phone conversations, copies of letters, emails and notices relating to attendance will be kept on the student file. Students attendance is monitored daily by class teachers. Student absences are tracked and monitored at the end of each week.

All absences due to illness should be accompanied by a medical certificate.

Any absences longer than 5 consecutive days without approval will be investigated as a matter of urgency.

- The student Support officer will attempt to contact the student;
- If the student is not able to be contacted their agent will be contacted;
- The Student Support Officer will counsel the student on the importance of notifying the college when absent.
- If contact cannot be made the Student Support Officer will discuss with CEO and the relevant authorities will be notified (e.g. police, next of kin).

The formal process when attendance falls below is:

WARNING 1 90% Attendance: Students whose attendance falls to 90% or less will be contacted by letter/email and/or SMS to alert them that their attendance is at risk. Students will be advised to discuss the matter with the Student Support Officer.

WARNING 2 85% Attendance: Students whose attendance fall to 85% will be contacted by letter/email and SMS warning them that they are now at risk of being cancelled from the course and they must make an appointment with the Student Support Officer ASAP for assistance/advice.

Less than 80% Attendance: As soon as National Property College is aware a student will not achieve 80% attendance, National Property College will send students an Intention to cancel letter which shall inform the student that they have 20 working days in which to access the College's complaints and appeals process.

If a student chooses NOT to access the complaints and appeals processes within the 20-working day period, withdraws from the process; or the process is completed and the decision is in support of National Property College, National Property College will cancel the enrolment of the student.

National Property College may decide not to cancel a student for 80% attendance where National Property College feels the student is genuine and can confirm the student is attending at least 70% of the scheduled course contact hours and maintaining satisfactory academic performance, where the college is satisfied they are a genuine/bonafide student and where they provide:

- Documentary evidence demonstrating compassionate or compelling circumstances for their absence s e.g., medical illness supported by a medical certificate, AND
- Attendance has not fallen below 70%, AND
- Academic progress is satisfactory.

Where a student with low attendance can demonstrate (and provide evidence of) compassionate or compelling circumstances, the CEO will assess whether a temporary suspension of studies is in the best interest of the student. Refer Deferment, Suspension and Cancellation Policy.

In all circumstances, if the student's attendance drops to below 70%, students. The enrolment of the student will be cancelled.

'Medical certificate' means a certificate issued by a registered medical provider such as hospitals, doctors, dentists, physiotherapists, chiropractors, optometrists, ophthalmologists, psychiatrists and psychologists.

'Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents
- a traumatic experience which could include:
 - involvement in, or witnessing of a serious accident; and witnessing or being the victim of a serious crime and this has impacted on the student (these cases should be supported by police or psychologists' reports) or
- where National Property College was unable to offer a pre-requisite unit.

Any other circumstance would require evidence to be considered as compassionate or compelling. Students may not be entitled to a refund unless at the discretion of the CEO.

Management Action and Responsibility

All trainers will hold the responsibility of notifying student support staff of any concerns with regards to attendance of the students.

Student support officer to take intervention steps as per the policy.

All managers and CEO hold the overall responsibility of the attendance policy.

Definitions

Compassionate or compelling circumstances may include:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- a traumatic experience which could include but is not limited to; - involvement in or witnessing of an accident, or - a crime committed against the student, or - witnessing a crime and this has impacted on the student (these cases should be supported by police or psychologists' reports)

VET: Vocational Education & Training

Legislative Context

The legislative base for this policy is as follows:

- National Vocational Education and Training Regulator Act 2011 (Cth)