



**SHAFSTON**  
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# VET Attendance Policy and Procedure

## Scope

This policy applies to all international students enrolled to study a Vocational Education and Training programme at Shafston. This policy does not apply to international students enrolled in ELICOS English programmes of study with Shafston.

## Policy

Shafston will record the attendance of VET enrolled and registered students within each period of enrolled study. As directed by the National Code of practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007) if providers implement the DEEWR-DIAC approved course progress policy and procedures, they do not need to monitor attendance for reporting purposes. Shafston has decided to implement the DIAC-DEEWR approved course progress policy alongside the Shafston VET course progress policy and Procedure.

Shafston will however record each student's attendance for student welfare and course progress intervention purposes. Shafston acknowledges and advises international students of the Student Visa obligations to maintain satisfactory attendance in your course and maintain satisfactory course progress in each study period. Shafston advises students that satisfactory course attendance of 80% and more is encouraged so that students receive the most from the delivery and learning associated with their enrolled programme of study.

## Attendance Recording Procedure

Trainers will receive a class roll each week listing students registered to study in their enrolled course. Students not appearing on a class roll are required to formally register to commence study or are advised to see student support regarding their enrolment of study. Students are advised that class start and finish times are as per the timetable received at Orientation. Students may request a timetable at student support.

Each class session the trainer will record on the class roll each student's attendance or absence against the date of the scheduled class. Students who are recorded as absent for more than one week will receive a call from student support to check on their welfare.

Students who are absent due to illness are encouraged to seek medical assistance and to present their medical certificate to their trainer during their next class. Medical Certificates will be copied and attached to the roll by the trainer. Students are to keep the original medical certificate safe as this may be requested by DIAC or Shafston at a later date.

For students who are identified as not meeting satisfactory course progress will be counselled in consultation with the class roll and any presented medical certificates and the student's attendance and participation in scheduled classes will be taken into account. A medical certificate does not cancel a student's absence nor justify unsatisfactory course progress. Shafston will assess each medical certificate including the length of the illness to assess whether the condition has been adverse enough to affect a student's attendance. Medical and dental appointments should be made after scheduled class hours.

Students are advised to commence their course and classes promptly on time as any late entry to class means the student will have missed delivery and content that they will need to catch up in their own time.

Trainers will complete the class roll and deliver the original class roll to the student support office for filing. The class roll will be made available to the trainer and head trainer if a course progress intervention strategy or counselling session is required for the student.