



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

As directed by the *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Standard 8)* 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 their 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 are advised that class start and finish times are as per the timetable received at Orientation.
- Students are issued a timetable at orientation.
- 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 from class are emailed by their trainer to remind them of their obligation to attend.
- Trainers will complete the class roll and file in the class record.
- Trainers inform via email, the VET Training Coordinator of any student absence of more than 5 consecutive days.

Medical Certificates

- Students who are absent due to illness and seek medical assistance are to present their medical certificate/s to the college when they are able to return to the campus. Students can also email a copy of the medical certificate in advance and then bring the original to campus, when they next return to campus.
- Medical Certificates will be copied and saved in their student record.
- Students are to keep the original medical certificate safe as this may be requested by DHA or Shafston at a later date.

Other information:

- Students who are identified as *not attending and / or not meeting satisfactory course progress* will be counselled (with the class roll as evidence) and also any other documentary evidence, such as medical certificates, 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.
- The class roll will be referred to by the training coordinator if a course progress intervention strategy or counselling session is required for the student.

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