

VET Attendance Policy and Procedure



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Replaces	
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Owner	VET Manager
Review Cycle	Annual
Applicable To	All teaching staff, VET students, contractors

1. Scope

This policy applies to all international students enrolled in a Vocational Education and Training (VET) programme at Shafston International College. ELICOS students must refer to the ELICOS Attendance Monitoring Policy and Procedure

2. Policy

As directed by the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018), Standard 8, providers who implement an approved course progress policy are not required to monitor attendance for reporting purposes. Shafston has elected to implement the approved course progress policy framework alongside ongoing attendance recording for student welfare and course progress intervention purposes.

Shafston advises all international students that:

- Satisfactory attendance of 80% or more is strongly encouraged to ensure students gain maximum benefit from their enrolled programme;
- A minimum of two-thirds face-to-face attendance is required to comply with online/distance learning limits under the National Code 2018;
- Attendance is a factor considered in the assessment of satisfactory course progress under the VET Course Progress Policy and Procedure.

3. Attendance Recording Procedure

- Trainers receive a weekly class roll listing registered students for each enrolled course.
- Students are advised of class start and finish times via the timetable received at Orientation.
- The trainer records each student's attendance or absence against the scheduled class date.
- Students recorded as absent are emailed by their trainer to remind them of their obligation to attend.
- Completed class rolls are filed in the class record.
- Trainers notify the VET Training Coordinator via email of any student absence of more than 5 consecutive days.

4. Medical Certificates

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- Students absent due to illness must present their medical certificate to the college upon return. A copy may be emailed in advance.
- Medical certificates are copied and saved in the student's record.
- Students must retain originals as they may be requested by DHA or Shafston at a later date.
- A medical certificate does not cancel a student's absence or automatically justify unsatisfactory course progress; Shafston will assess the duration and nature of the illness.

5. Other Attendance Requirements

- Medical and dental appointments should be scheduled outside timetabled class hours.
- Students must commence classes on time; late arrival means missed content that must be made up in the student's own time.
- Students identified as not attending or not meeting satisfactory course progress will be counselled using class roll evidence and other documentation.

6. Relevant Legislation

- Education Services for Overseas Students Act 2000 (ESOS Act);
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 — Standard 8;
- Standards for RTOs 2025.

Document Control

Field	Details
Document Title	VET Attendance Policy and Procedure
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Applies To	All campuses: Brisbane, Gold Coast, Sydney
Standards Reference	National Code 2018 Standard 8; Standards for RTOs 2025; ESOS Act 2000
Supersedes	VET Attendance Policy and Procedure Feb 2023 v1.0

END OF POLICY