

Student Attendance Policy

Scope

This policy applies to all students of Atwea College and outlines the attendance requirements and how they notify Atwea College if they are unable to attend training or class sessions

Purpose

Atwea College is committed to giving students an opportunity to successfully complete their chosen course and provide support for individual circumstances when a student begins to disengage from their learning or when attendance is not consistent.

Definitions

Attendance means attending scheduled face-to-face classes, online platform classes such as canvas and scheduled Zoom sessions

Audits means an audit or compliance audit undertaken by the VET Regulator

LMS means Learner Management System

Regulator means

- a) the National VET Regulator; and
- b) a body of a non-referring State that is responsible for the kinds of matters dealt with under the VET legislation for that State.

Scheduled Classes means face-to-face classes, online classes where sessions have been timetabled and Ad hoc and mutually arranged sessions as detailed in zoom timetable or as agreed.

SMS means Student Management System

SSU means Atwea College's Student Support Unit.

Student means a person being trained and/or assessed by a training provider for the purpose of issuing AQF certification documentation.

TC means Training Coordinator

Student Attendance Policy

Policy

Students are responsible for their own attendance and are expected to attend 100% of scheduled classes or workplace training when enrolling into a qualification with Atwea College. This gives them the best opportunity to successfully complete their chosen course.

Atwea College understands that there will be times where circumstances which are beyond the student's control will prevent them from attending training, these may include, but are not limited to:

- Illness or injury
- Personal/family reasons
- Work commitments
- Bereavement

How Attendance is Used

Attendance is used as evidence of the student's participation in a course of study,

- Atwea College records attendance in the SMS for funding purposes, and
- Atwea College keeps attendance records in a safe and secure location and are presented at audits by the Regulator and/or any Funding Body as requested.

What are Student Attendance Requirements

Classroom Based Students

Students are required to attend scheduled class as detailed in the Course Information Guide and sign an attendance sheet (this may be an electronic or a paper-based attendance sheet).

Online Based Students

Students are required to attend scheduled online classes where it has been timetabled or online sessions that have been mutually agreed upon where needed as per zoom timetable. (Zoom will record your attendance)

Workplace Based Students

Students are required to attend any scheduled sessions.

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Cancelling Training or Assessment

If a student cannot attend a class (face to face or online) or attend their appointment with the trainer, they can either:

- Call our office on 0249254200 or
- Email training@atwea.edu.au

Classroom-based and online students will be required to contact Atwea College before the commencement of the class. Workplace-based students are required to contact Atwea College, at least two business days before their scheduled visit where possible.

If the student contacts the office, office staff will let the TC know regarding nonattendance of class or the cancellation of appointment and record this in their student records.

Where students think they may be away for more than two classes / appointments or more, they are required to let Atwea College know the date they intend to return. If the student believes that they will be absent for an extended period, the TC will contact the student to discuss options for training and assessment that has been missed.

Missed Attendance without Notification

Atwea College understands that emergencies sometimes happen; however, we believe that we have a duty of care for our students. If a student does not attend class they will receive an SMS, if they miss a further class, SSU will call the student, if they miss more classes in a row, a member of the SSU will contact the student to arrange a meeting to discuss re-engagement.

If a student does not attend workplace training for three classes in a row, Atwea College will try to contact them, and will also contact their employer.

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Continuous Absence

If a student has continual absences they will be considered by Atwea College to be 'at Risk' as their ability to complete their qualification may be compromised by non-attendance. Atwea College encourage students to call us, Atwea can then discuss any underlying issues that may be impacting their attendance or the suitability of the training that they are undertaking. If the student wishes to continue the course, a Student Support Unit member will work with them and their trainer/assessor to develop an individual re-engagement strategy taking into account the students specific needs. The Student Support Unit will then be in contact with them periodically to see how the student is going and if they need any additional support. Students are able to contact the Student Support Unit themselves during any stage of their studies to discuss any issues or problems that they may be facing which may affect their ability to attend classes or complete their qualification.

Atwea College Class Cancellations

From time to time, Atwea College may cancel a class or a scheduled workplace visit. This is usually due to trainer illness or emergency.

Where possible, Atwea will try to schedule another trainer, but if we cannot, we will:

- Send the student an SMS TXT, and
- Attempt to call the student.

Atwea College policy is to let students know with as much notice as possible. However, there are occasions where Atwea may not be notified until the last minute of a cancellation.

On rare occasions, Atwea may need to cancel a number of classes and where this is the case, we will keep students informed of what is happening and how we will make up the missed classes.

Traineeships, Apprentices & SBAT's

Employer Obligations

An employer of an Apprentice or Trainee must ensure that the Apprentice or Trainee is given every opportunity to obtain the appropriate qualification, by releasing them to attend training delivered by Atwea College, or to undertake work-based or self-paced learning or assessments set by Atwea College.

Competency record books and work evidence guides are available, in most vocations, to support the delivery of training to apprentices and trainees, these booklets are used to monitor the Apprentice's/Trainee's progress.

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Apprentice and Trainee Obligations

Apprentices and Trainees must make every effort to acquire the skills and knowledge they need to successfully complete their apprenticeship or traineeship by attending scheduled training delivered by Atwea College.

Process Map

No Process map required

Related documents, forms, and legislation

Student Support Policy

Student Handbook

Review

This policy review period is: 2 yearly

Publication Log

Common X Drive	Website
Student Lounge Atwea LMS	

Policy Owner	ACE Manger		
Review Panel	ACE Manager, Student Support Unit		
Approval Authority	Rowan Cox		
Date of Endorsement	5/05/2023	Next Review Date	5/05/2025
Risk Rating	Moderate	Version	1.0
Library Location	X:\ POLICY & PROCEDURE\RTO Student Policies and Procedures\Working		