



VET ATTENDANCE POLICY AND PROCEDURE

PREAMBLE

For VET courses, the College is not required to monitor attendance under the National Code and therefore, the College does not report attendance for visa compliance purposes. The College will however record each student's attendance for course progress and intervention purposes.

This Policy is only applicable to VET courses. For ELICOS courses, please refer to the ELICOS Attendance Policy and Procedure.

DEFINITIONS AND ACRONYMS

“College” means Australian Pacific College and Australian Pacific Travel and Tourism.

“ELICOS” means English Language Intensive Courses for Overseas Students.

“HIP” means Holiday Intervention Program.

“National Code” means the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

“Policy” means this VET Attendance Policy and Procedure.

“VET” means vocational education and training.

1. ATTENDANCE REQUIREMENTS

1.1 The College will monitor, record and assess the attendance of each student.

1.2 Student attendance shall be:

- a) checked and recorded daily by use of a class roll; and
- b) overall attendance for each subject is assessed at the end of that subject.

1.3 The College expects students to maintain 100% attendance.



2. PROCEDURE FOR MARKING ROLLS

- 2.1 VET trainers are required to mark and sign off on class rolls for each session and upload the information into the College's student management system. Trainers shall use the following codes when marking class rolls:

P = present

A = absent

PA = present for part of a session

There is also space for the trainer to write down the total hours that the student was absent that day.

- 2.2 Class rolls are to be scanned at the end of each term.

3. PROCEDURE FOR MONITORING ABSENCE DUE TO ILLNESS

- 3.1 All absences due to illness should be accompanied by a medical certificate and a sick leave form. A student's attendance record will be adjusted according to the dates specified in the medical certificate.

4. ABSENCES FOR UNDER 18YR OLD STUDENTS

- 4.1 All absences should be explained in writing by the student's carer, preferably prior to the session from which they will be absent.
- 4.2 All absences due to illness should be accompanied by a medical certificate or an explanatory communication from the student's carer.
- 4.3 Parents/guardians of students will be contacted each time the student has an unexplained absence. This means that if a student is absent without explanation, the trainer will contact either Student Care, the VET Academic Coordinator, the VET Quality Assurance Manager or the Campus Director/Manager, after the attendance rolls have been marked and that person or their delegated staff member will contact the student's parent or guardian.
- 4.4 A file note will be placed on the student's file by Student Care, the VET Academic Coordinator, the VET Quality Assurance Manager or the Campus Manager confirming contact has been made with the student's parent/guardian and indicating the reason for the absence.



5. RESUBMISSION OF ASSESSMENTS, HIP AND ATTENDANCE

- 5.1 Each VET subject consists of assessment(s), that need to be passed in order for the successful completion of that subject. The pass mark for assessments is usually 50%, except if otherwise specified by your trainer.
- 5.2 In the event a VET student submits an assessment and obtains a mark less than 50% (or other pass mark specified by the College) they are considered to have failed that assessment. In order to support those VET students who may fail an assessment, the College offers those students an opportunity to resubmit failed assessments.
- 5.3 Resubmission of failed assessments occurs as follows:
- the student must have failed their assessment but obtained a score of 20% or above of the total marks available in the assessment;
 - in the case of face-to face subjects, students have until the end of their last lecture in week 9 (usually the last week of term) to resubmit the failed assessment;
 - in the case of online subjects, students have until midnight (12.00am) on the last Sunday of the term to resubmit the failed assessment.
- 5.4 In addition to clause 5.3 above, and in the case of face-to-face subjects only, if students have a 50% lecture attendance rate or higher for a subject they are able to resubmit their failed assessments through Google Classroom. If their attendance is lower than 50% they are required to come into a class, and resubmit a hard copy of their failed assessment in person to their trainer.
- 5.5 In addition to clause 5.3 above, and in the case of online subjects only, resubmission of failed assessments can be done via Google Classroom.
- 5.6 HIP is offered by the College for those students who need additional support to progress through their chosen VET subject. A student will be eligible to attend a HIP if they:
- need to resubmit an assessment;
 - failed to submit an assessment during the term;
 - received feedback on an original assessment too late to resubmit in week 9; or
 - need to improve the original score if they have a conditional enrolment (Certificate II in Business).
- 5.7 A student's attendance during a subject will determine the fee of any HIP they enrol for.



a) For online HIP subjects:

ATTENDANCE PER SUBJECT	FEE PER SUBJECT
80% or more online subject tutorial attendance	\$0.00
less than 80% online subject tutorial attendance	\$100.00

b) For face to face HIP subjects:

ATTENDANCE PER SUBJECT	FEE PER SUBJECT
80% or more lecture attendance	\$100.00
Less than 80% lecture attendance	\$250.00

6. SCOPE AND PUBLICATION OF POLICY

This Policy will be made available to students and staff by way of the College website(s) and through student/staff orientation handbooks.

POLICY REVIEW

This Policy will be reviewed as part of the College's three year policy review cycle or as required by regulatory changes.

RELEVANT LEGISLATION

This document references the following legislation, regulations, codes and standards:

Relevant Legislation/codes/standards	
Commonwealth	National Code of Practice for Providers of Education and Training to Overseas Students 2018

KEYWORDS

Keywords	attendance, monitoring attendance, marking rolls, absence
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POLICY OWNER

Owner	Learner Experience Enterprise Unit
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POLICY/PROCEDURE HISTORY

Policy History			
Current version	Current version release date	Author	Description of changes
Attendance Policy and Procedure v2.3R	18 May 2015	Sharon Luhr/ Carolin Long	Original Document
Attendance Policy and Procedure v2.5R	February 2018	Sara Gaudry	Full update in accordance with the Policy and Procedure Template v1.0, Guidelines for Drafting Policies and Procedures v1.0 and the National Code 2018.
VET Attendance Policy and Procedure v1.0R	June 2019	Sara Gaudry	Division of the Attendance Policy and Procedure v2.5R into ELICOS Attendance Policy and Procedure v1.0 and VET Attendance Policy and Procedure v1.0 and updated letterhead.