

## International Student Attendance Policy & Procedure – VET Students

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Legislation:	Outcome Standards for RTOs, Standard 1.7

### 1. Policy

The document provides procedures to ensure the attendance of all VET International students is recorded and these attendance records are monitored. This allows for early detection of a student's poor attendance and enables SHIC to provide support to students with low attendance.

All staff are made aware of the requirements of this policy and procedure and related attendance requirements through the SHIC Staff Induction process and ongoing professional development activities.

### 2. Procedure

#### ***2.1 Recording Student Attendance***

Student attendance is monitored each and every session of scheduled class time using the Attendance Record. Each trainer will be provided a Record Sheet that will include the names of all students currently enrolled in each class. This Record Sheet will be populated by Student Administration. Each trainer shall also be responsible for ensuring the list of student names and recorded attendance is accurate at all times.

The trainer will be required to sign the attendance record at the end of each session and confirm the accuracy for the recorded attendance of each student.

The Student Attendance Record is to be submitted to Student Administration at the end of each day. Student Administration will ensure these record sheets are maintained securely and collated as required.

All relevant staff (Student Administration & Trainers / Assessors) are informed of this process and the importance for accuracy when entering and collating student attendance through the staff induction program and through regular monitoring by the Course Coordinator.

#### ***2.2 Monitoring Student Attendance***

The Course Coordinator will monitor student attendance for each course.

All Attendance Record Sheets are to be submitted to Student Administration who will collate and maintain the record of the attendance. At the end of each week, it is the responsibility of Student Administration to ensure all attendance records are up to date and are accurate.

At this time, once per week, the Student Support Manager will record the attendance percentage of all students and monitor the individual attendance of each student.

Where a VET student's attendance falls below 80%, the student will be sent a letter advising them that their attendance is poor and that this may cause them to have difficulty in completing the assessments. Students will be reminded of the requirement to maintain satisfactory academic performance.

If the student's attendance does not improve within the next four weeks, a further warning letter will be sent and the student will be requested to attend an interview at SHIC. If the student fails to attend the interview, the student will be contacted by phone.