

1 PURPOSE

To ensure all staff and students are aware of course attendance requirements, and any possible outcomes that could result from failing to meet the attendance requirements.

2 POLICY

All students are expected to progress through their course as per their Training Plan or Training/Study Schedule. All students are also expected to attend **all** scheduled classes and workplace training sessions.

Students undertaking Campus delivery will be provided with a Training Schedule outlining all assessment due dates and a Student Timetable showing all scheduled classes. International student visas include a condition that requires the student to progress through their course satisfactorily. It is also a requirement that each international student's course attendance is systematically monitored and where students are at risk of failing to meet course attendance requirements, that they are counselled and offered additional support to complete their studies.

Axial Campus delivery courses have an attendance requirement of at least 80% of the scheduled class hours. In a case where students are unable to attend classes, the student is required to advise the SSO as soon as practicable of their absence. If a student is absent due to illness a medical certificate is required to be submitted. Where possible, evidence is also required to be submitted for any other reason for being absent (e.g. bereavement).

3 MONITORING COURSE ATTENDANCE

To ensure attendance is being satisfactorily maintained, the absence or attendance of each student is on a class attendance register at each lesson. Attendance details are recorded in the Axial International College Student Management System (VETtrak), and calculated for each student, at the end of each 2 week period on a cumulative basis, to determine whether they are achieving the minimum attendance requirement over the study period.

In the event that a student has unexplained absence for 5 consecutive days or achieves less than 80% course attendance, the SSO will intervene and determine the reason for the lack of attendance.

During the academic counselling session Axial and the student will determine what additional support will be provided to the student. This may include, but is not limited to, the student:

- Attending academic skills programs
- Attending tutorial or study groups
- Receiving individual case management/counselling
- Receiving assistance with personal issues which are influencing attendance.

A record of the academic counselling session and any additional support to be provided will be documented and signed by Axial and the student and placed on the student's file.

Students who attend designated catch up sessions outside of their scheduled course timetable will be able to allocate the attendance hours towards their total attendance for that study period. Students who are at risk of not meeting their attendance requirements can utilise this facility to catch up on their attendance percentage.

If a student fails to meet the 80% course attendance requirement after additional support has been provided, Axial International College may advise the student that it may be at risk of not meeting the Axial Student Code of Conduct.

Any attempts by students to falsify attendance, academic or any other records directly relating to their course enrolment and contract, constitutes misconduct and will result in Axial International College taking disciplinary action and may result in the student being cancelled/withdrawn from the course.

4 PROCEDURE FOR MONITORING COURSE ATTENDANCE

The SSO will regularly monitor student attendance and take action where required by:

- The SSO will monitor student attendance by completing the attendance register each day
- The SSO will log student attendance in the VETtrak student management system
- The SSO will generate the Campus Delivery Student Attendance Report via the VETtrak student management system at the end of each 2 week period
- Where a student has an unexplained absence for 5 consecutive days or achieve less than 80% course attendance, the SSO will discuss the attendance level with the student and if further review is required and add to the student's log in the VETtrak student management system.

- In the first instance, an Axial staff member will conduct a verbal discussion with the student regarding their attendance level. This discussion will be followed by an email sent to the student via VETtrak and a record retained in VETtrak confirming the discussion has taken place.
- If the student remains below 80% attendance at the end of the four week period after this discussion, a formal notice will be issued to the student via email via VETtrak. This email will advise the student again that it is mandatory for them to attend their scheduled classes and maintain satisfactory attendance. A record will be retained in VETtrak confirming this notice has been sent.
- If the student remains below 80% attendance at the end of the four week period after this formal notice, Axial will commence the intervention strategy for the student. This will include a meeting with an Axial staff member, the student and a support person if they wish. The purpose of this intervention meeting is to determine any issues that are affecting the student's attendance and review the student's progress through their course. The intervention strategy may identify a lack of progression, in which case the student will be informed that lack of progression could lead to the student being issued with a Notice of Intention to Report. The intervention strategy may identify that they student if progressing satisfactorily, or that a lack of progression could be due to outside factors. In these instances, the intervention strategy will propose a plan for the student to ensure their course progress is satisfactory.
- If the student continues to fall below 80% attendance in future reporting periods, Axial Administration will advise the Administration Manager to review the student's compliance with Axial's Student Code of Conduct.
- Copies of all documentation will be stored in the student file.