CRICOS: 02815M
Policy Number: MITP01
Policy Name: Vocational Attendance Recording, Monitoring and Reporting Policy

Relevant State / Federal Govt. Legislation:
- Section 19 of the ESOS Act

Contact Officer:
- Student Services Coordinator
- Administration Officer - Student Records

Date Approved: 2nd June 2014
Date of Next Review: 1st June 2016
Related Policies:
- MITP02 - Course Progress Monitoring and Reporting
- MITP07 - Complaints and Appeals Policy

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<tr>
<th>Version Number</th>
<th>Approval Date</th>
<th>Approved by</th>
<th>Amendment</th>
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<td>1</td>
<td>3/7/2007</td>
<td>PEO</td>
<td>Creation of policy</td>
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<td>2</td>
<td>8/5/2008</td>
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<td>Update clause 1.2</td>
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<td>3</td>
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<td>4</td>
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<td>Add in clause 4.5</td>
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<td>5</td>
<td>13/5/2010</td>
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<td>Review clause and amend 4.4</td>
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<td>2/4/2011</td>
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<td>Update clause 3.3</td>
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<td>11</td>
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<td>Added clause 3.3 for amendments regarding domestic students</td>
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<td>12</td>
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1.0 PURPOSE

The purpose of the policy is to ensure students studying at Menzies Institute of Technology maintain an acceptable class attendance record.

For International Student Visa Holders, the National Code 2007 lays out the guidelines for the monitoring of student attendance of overseas students under Standard 11. The Institute will adopt a proactive approach in monitoring attendance and notifying and counseling students who are at risk of failing to meet the accepted attendance requirements. Students who persist in failing to meet attendance requirements, even after attempts by the Institute to notify and counsel them, shall be reported to DEEWR and DIAC in accordance to section 19 or the ESOS Act.

For Domestic Students under Victorian Training Guarantee subsidized and VET-FEE HELP places, it is imperative that students maintain satisfactory attendance so that any income supplements that students receive from Centrelink and funding from Skills Victoria will not be affected. The Institute will adopt a proactive approach in monitoring attendance and notifying and counseling students who are at risk of failing to meet the accepted attendance requirements. Students who persist in failing to meet attendance requirements, even after attempts by the Institute to notify and counsel them, shall have their enrolment at the Institute cancelled and Centrelink and Skills Victoria will be notified of the cancellation of enrolment.

2.0 DEFINITIONS & KEY WORDS

2.1 “The Institute” refers to Menzies Institute of Technology.
3.3 “DEEWR” refers to the Department of Education, Employment and Workplace Relations.
3.4 “DIAC” refers to the Department of Immigration and Multicultural Affairs.
3.5 “ESOS” refers to the Education Services for Overseas Students Act 2000.
**3.0 PROCEDURE**

**3.1 Recording Attendance**

Students are marked present if they are absent for less than 15 minutes of their scheduled session. If a student is absent or late for 16 minutes or more, time will be deducted from their attendance according to the table below:

<table>
<thead>
<tr>
<th>Time Interval</th>
<th>Attendance Adjustment</th>
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<tbody>
<tr>
<td>0 – 15 minutes late</td>
<td>Full attendance</td>
</tr>
<tr>
<td>16 – 45 minutes late</td>
<td>30 minutes deducted</td>
</tr>
<tr>
<td>46 – 75 minutes late</td>
<td>60 minutes deducted</td>
</tr>
<tr>
<td>76 – 105 minutes late</td>
<td>90 minutes deducted</td>
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</tbody>
</table>

Henceforth......

**3.2 Monitoring Attendance**

- The trainer records the attendance of each student for the scheduled course contact hours on the Class Attendance Roll.

- At the end of class, the student is required to sign on the “Student Signature” column on the attendance sheet. If the student’s signature is not present then the attendance is recorded as 0 hours.

- By the end of each week, each trainer is to date and sign the completed Class Attendance Roll. This is then to be submitted to the Administration Officer - Student Records for entry into the main student attendance record database.

- The Student Services Coordinator shall maintain the overall attendance record database.

- Students who were absent to classes due to medical or health reasons must submit a valid medical certificate along with the MFS13 - Submission of Documentation form. Medical certificates must be submitted within 2 weeks of the absent days.

- The duration of a medical certificate cannot be longer than 2 weeks and medical certificates cannot be submitted for more than 2 consecutive weeks.

- Any medical certificates that are deemed to be fraudulent will not be accepted and the necessary disciplinary action will be taken according to MITP06 - Disciplinary Policy & Procedure.
• Students are free to request to see a detailed breakdown of their attendance record.

• Requirements for completing units of competencies are set at 80% attendance for the duration and accumulated hours for the unit of competency.

3.3 Reporting Unsatisfactory Attendance - International Student Visa Holders

• Any student with a **current attendance rate of 80% or below** will receive a **First Warning on Attendance Record (Poor Attendance Record)**. This letter is to caution the student of his/her risk of not being able to maintain the required attendance level.

• Any student who has been absent for **5 consecutive scheduled class days** will receive a **First Warning on Attendance Record (5 consecutive absent days)**. This letter is to caution the student of his/her failure to maintain the required attendance level.

• The Institute will also make an effort to counsel the students who have received the first warning letter under the situations as stated above. Written notifications to students and notes on any counseling session with the student are to be kept in the student’s personnel file by the Student Services Coordinator.

• Any student who is **unable to achieve 70% attendance by the end of the semester** will receive an **Intention to Report for Unsatisfactory Attendance**. This letter shall inform the student of the Institute’s intention to report the student to DEEWR and DIAC. The letter will also notify the student that he / she will have 20 working days from the date of issue of the final warning letter to appeal the Institute’s decision through the Complaints and Appeals process outlined under MITP07 Complaints and Appeals Policy.

• The Institute may decide to not to issue an **Intention to Report for Unsatisfactory Attendance** as long as the student in question has a **current attendance rate of least 70% AND** the student is maintaining satisfactory course progress as per the requirements specified in the Course Progress Monitoring and Reporting Policy.

• Should a student who has received an **Intention to Report for Unsatisfactory Attendance**, fail to access the appeals process as outlined in MITP07 Complaints and Appeals Policy within the required time of 20 working days of issue of the warning, the Institute will notify the Secretary of DEEWR through PRISMS that the student is not achieving satisfactory attendance.
• A semester is regarded as a 6 month period from January to June and July to December of each calendar year.

3.4 Reporting Unsatisfactory Attendance - Victorian Training Guarantee subsidised and VET-FEE HELP places

• Any student with a **current attendance rate of 80% or below** will receive a **First Warning Letter - Poor Attendance**. This letter is to caution the student of his/her failure to maintain the required attendance level.

• Any student whose attendance rate doesn’t improve and unable to achieve **70% attendance by the end of the semester** will receive a **Final Warning Letter - Poor Attendance**. This letter shall inform that if the student’s attendance record remains unchanged after a period of **20 working days** then the student’s enrolment at the Institute will be cancelled and Centrelink and Skills Victoria will be notified of the cancellation of enrolment.

• A semester is regarded as a 6 month period from January to June and July to December of each calendar year.

4.0 RESPONSIBILITIES

• Recording and submission of classroom attendance is the responsibility of each trainer.

• Monitoring and maintaining attendance records and statistics is the responsibility of the Student Services Coordinator.

• Issuing of student warning letters is the responsibility of the Student Services Coordinator, with approval from the PEO.

• Student counseling is primarily conducted by the Student Services Coordinator or appropriate staff members.

• Reporting students’ non-compliance on attendance to DEEWR, Centrelink and Skills Victoria is the responsibility of the Administration Officer with prior approval from the PEO.