



Vocational Attendance Recording, Monitoring and Reporting Policy and Procedure

1 Background

Menzies Institute of Technology (hereinafter known as the 'Institute') acknowledge the need to ensure that domestic and international students studying at the meet the required satisfactory attendance requirements.

2 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 2018 lays out the guidelines for the monitoring of student attendance of overseas students under Standard 8. The Institute will adopt a proactive approach in monitoring attendance and notifying and counselling 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 Department of Education and Training (DET) and Department of Home Affairs (DHA) in accordance to section 19 or the ESOS Act.

Where applicable for Domestic Students under Victorian Training Guarantee subsidized and VET Student Loans 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 counselling 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.

3 Audience

This policy applies to all vocational students of the Institute.

4 Definitions

For the purposes of this policy, the following terms are defined:

Domestic Student: refers to a student who is an Australian citizen (including Australian citizens with dual citizenship), or a student who is a New Zealand citizen or a student who has Permanent Resident Status (holders of all categories of permanent resident visas, including Humanitarian Visas).

International Student: refers to a student, required to hold a student visa for study in Australia.

Study period: refers to one semester (six months).

PRISMS: refers to the Provider Registration and International Students Management System

DET: refers to the Commonwealth's Department of Education and Training

DHA: Refers to the Department of Home Affairs.

5 Policy

- 5.1. The Institute systematically monitors its vocational students' compliance with student visa conditions relating to attendance and funding requirements.
- 5.2. The Institute will be proactive in notifying and counselling vocational students who are at risk of failing to meet attendance requirements.
- 5.3. The Institute will report vocational students, under the relevant legislation, who have breached the attendance requirements.
- 5.4. International students must meet requirements for achieving satisfactory attendance, which at a minimum, requires international students to attend at least 80 per cent of the scheduled course contact hours.

6 Procedures

6.1 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:

0 – 15 minutes late	Full attendance
16 – 45 minutes late	30 minutes deducted
46 – 75 minutes late	60 minutes deducted
76 – 105 minutes late	90 minutes deducted
Henceforth.....	Henceforth.....

6.2 Monitoring Attendance

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

6.2.2 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 zero (0) hours.

6.2.3 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 Student Data Administration Officer for entry into the main student attendance record database.

6.2.4 The Student Data Administration Officer shall maintain the overall attendance record database.

6.2.5 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.

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

6.2.7 Any medical certificates that are deemed to be fraudulent will not be accepted and the necessary disciplinary action will be taken according to *MITP04 Student Code of Conduct*.

6.2.8 Students are free to request to see a detailed breakdown of their attendance record.

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

6.3 Reporting Unsatisfactory Attendance - International Student Visa Holders

6.3.1 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.

6.3.2 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.

6.3.3 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 counselling session with the student are to be kept in the student's personnel file by the Student Services Coordinator.

6.3.4 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 DET and DHA. 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 and Procedure*.

6.3.5 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 *MITP02 Vocational Course Progress Recording, Monitoring and Reporting Policy and Procedure*.

6.3.6 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 and Procedure* within the required time of 20 working days of issue of the warning, the Institute will notify DHA through PRISMS that the student is not achieving satisfactory attendance.

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

6.4 Reporting Unsatisfactory Attendance - Domestic Students with Victorian Training Guarantee subsidised and VET Student Loans

6.4.1 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.

6.4.2 Any student whose attendance rate does not 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.

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

7 Review

This policy will be subjected to a review and update at intervals of three years from the approval date. Exceptions to frequency of review can be made if necessary. Any person who wishes to enter a complaint concerning this policy may do so in accordance with the appropriate policies.

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Document Number:	MITP01
Version:	Version 17
Relevant Standards:	National Code 2018: Standards 8.10, 8.11 and 8.12
Related Policies/Documents:	MITP02 Vocational Course Progress Recording, Monitoring and Reporting Policy and Procedure MITP04 Student Code of Conduct MITP07 Complaints and Appeals Policy and Procedure Class Attendance Roll MFS13 Submission of Documentation Form First Warning on Attendance Record (Poor Attendance Record)

	First Warning on Attendance Record (5 consecutive absent days) Intention to Report for Unsatisfactory Attendance	
Responsibility:	Student Data Administration Officer, Student Services Coordinator, Trainers and Assessors	
Approved By:	PEO	
Date Approved:	18/04/2018	
Next Review Date:	April 2021	
Version Control and Change History:		
Version Number	Approval Date	Amendment
1	03/07/2007	Creation of policy
2	08/05/2008	Updated clause 1.2
3	14/01/2009	Updated clause 3.3
4	22/04/2010	Add in clause 4.5
5	13/05/2010	Review clause and amend 4.4
6	15/06/2010	Reviewed and updated next review date
7	27/09/2010	Reviewed and updated and format change
8	02/04/2011	New format applied for policy
9	02/04/2012	Update clause 3.3
10	01/06/2012	Reviewed and updated the next review date
11	09/07/2012	Added clause 3.3 for amendments regarding domestic students
12	09/09/2012	Reviewed and specified semester durations
13	02/06/2014	Reviewed and updated next review date
14	01/09/2016	Reviewed and updated next review date
15	01/09/2017	Reviewed, amended the term 'VET FEE HELP' to 'VET Student Loans' and updated next review date
16	01/02/2018	Reviewed, amended Clause 1.0, Clause 2.0, updated the term 'National Code 2018' and the next review date
17	18/04/2018	Updated policy and procedure sections