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RTO POLICY MANUAL

SRTOs 2015 and ESOS National Code 2018

Royal International College
RTO CODE: 46036 | CRICOS CODE: 04153F

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Monitoring Student Attendance Policy

Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	ESOS National Code 2018 – Standard: 6.1.7; 8.1; 8.4; 8.5; 8.6; 8.6.1; 8.6.2; 8.6.3; 8.6.4; 8.6.5; 8.10; 8.11; 8.12; 8.12.1; 8.12.2; 8.12.3; 8.12.4; 8.13; 8.13.1; 8.14; 8.15;
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

Purpose

This policy has been developed to ensure that the RTO monitors course progress by systematically monitoring, recording and assessing the academic progression of each student.

Being proactive in notifying, supporting and counselling students who are at risk of failing to meet the course progression requirements.

Describing the circumstances in which the RTO will report international students via PRISMS if they do not meet the course progress requirements.

Objective

The RTO will ensure that they will systematically monitor international student's attendance to ensure that students attend the timetabled activities which enable them to learn and demonstrate competence by completing their assessment activities.

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Scope

This policy will apply to all current, prospective and previous students, staff and other RTO stakeholders.

Policy

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

Procedures

Recording Attendance

Procedure	Responsibility
Trainers/Assessors to print the attendance roll sent by Admin/SSO	Trainers/Assessors and Admin/SSO
Students are required to sign in when they attend class at the start of the day and sign out when leaving class at the end of the day with a correct time stamp. Trainers/Assessors to oversee that this has been done. If a student has left the class without signing out, a note is to be written by the	Trainers/Assessors

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Trainer/Assessor on the sign in and out sheet and the student's attendance is recorded as 0 hours for the day.	

Monitoring Attendance

Procedure	Responsibility
By the end of each week, trainer/assessor is to date and sign the completed Class Attendance Roll. Submit to the Student Admin/SSO	Trainers/Assessors Admin/SSO
Admin/IT enter attendance information on SMS. Scan the attendance roll and attached relevant course offer on SMS.	Admin/SSO
Students who were absent to classes due to medical or health reasons must submit a valid medical certificate along with the *Submission of Documentation Form*. Medical certificates must be submitted within 2 weeks of the absent days.	Student
Review medical certificates and if deemed to be fraudulent, report the matter to PEO.	Student support Officer / Admin

Reporting Unsatisfactory Attendance - International Student Visa Holders

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Procedure	Responsibility
Email students who are at risk of falling below 80% attendance rate based on SMS report by the end of each month.	Student support officer/ Admin
Counsel and intervene students as required for improvements to attendance In the meeting with student, PEO will discuss student attendance and course progress including how many units completed. Based on the progress of the student, PEO may propose the following options: • Ask to attain catchup classes • Submit all the remaining assessment by deadline • Provide additional trainer/assessor support • Refer other counselling support as required PEO will complete the Intervention Strategy Form and collect the student signature.	PEO
Prepare a list of students from all classes who have a current attendance rate of below 80% or have missed 5 consecutive days of classes and report to the PEO by the end of each month.	Student support officer PEO
Review the student list and generate the First Warning Letter on Unsatisfactory Attendance. Update the information on SMS. Arrange a meeting with student and discuss the intervention options and complete the Intervention Strategy Form.	SSO PEO

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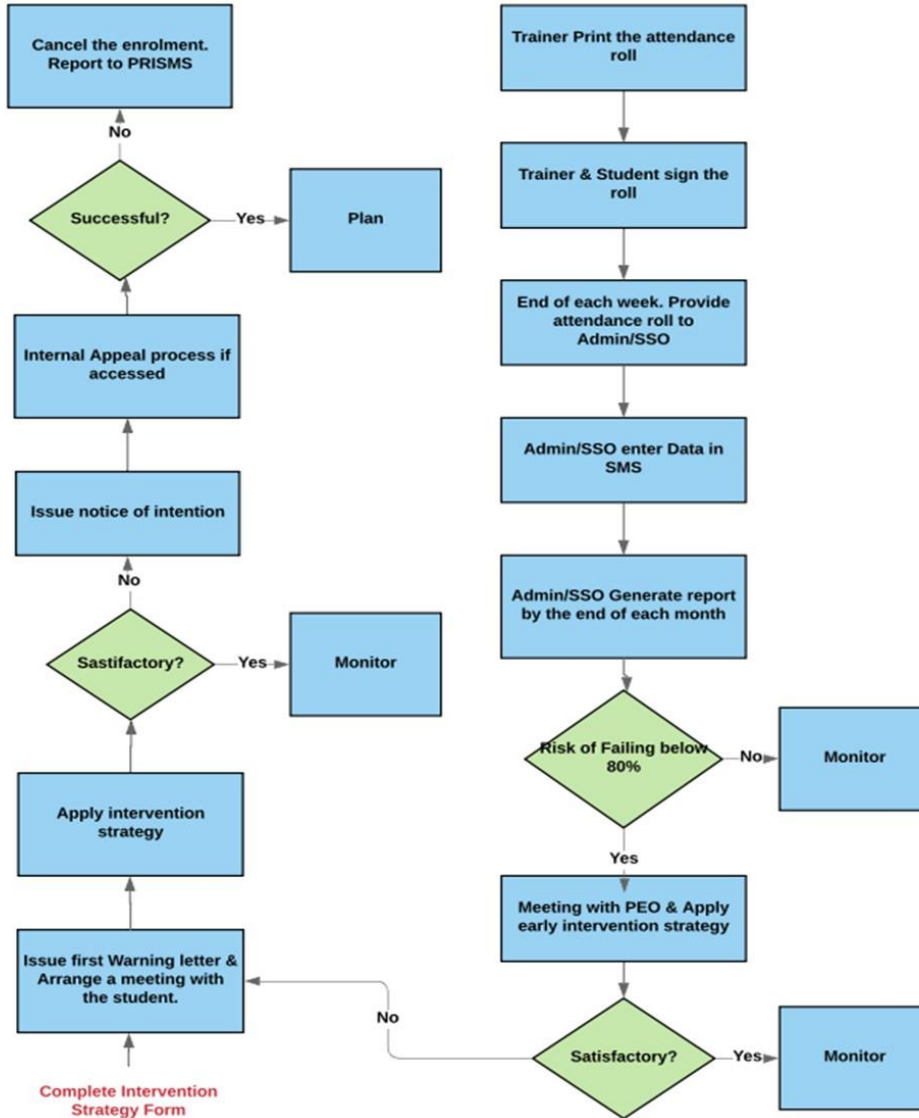
If the student does not respond to the first warning and will not be able to achieve 80% attendance by the end of the study period, then inform all the student information to PEO.	Student support officer
Review the student list and send notice of intention to report to the relevant students including the expiry date for appeal process.	SSO/PEO
If student wishes appeal and completed the relevant documents by the expiry date then PEO will Follow the *Complaints and Appeals Policy and Procedure* for outcome.	PEO
If student has not appealed by the expiry date or chosen not to access the external complaints and appeals process or withdraws from the internal or external appeals processes by notifying SIT in writing, begin process for reporting and cancellation of student's enrolment as per Deferral, Suspension and Cancellation Policy and Procedure.	SSO/Administration
Reporting of student's breach of visa conditions via PRISMS – after 20 working days after letter of intention to report; and after any appeal process has been exercised and exhausted	Student Support Officer

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Flow chart

Attendance Monitoring Procedure

Continuous Improvement

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A summary of all student attendance monitoring related matters will be presented as a part of the *Continuous Improvement Policy and Procedure* at the Management Meeting for review. The purpose of this is to ensure that management becomes aware of:

- repeat issues
- common threads relating to the general management and or safety of the staff and students and the services being provided.
- (when viewed collectively) any general adverse trend that needs correcting.

Confidentiality and Privacy Statement

The RTO values and is committed to protecting the privacy of its staff and other stakeholders. Stakeholders can get more information, by contacting us on our contact us email.

Publication

This policy once approved, will be available to all students and staff by accessing RTO Intranet or on request. This policy will also be available through RTO's website as well.

This policy and procedure will form part of the information distributed and communicated during staff orientation.

Other related policies and procedures

Related policies	
Forms or other organisational documents	Attendance warning letter
Documents related to this policy	

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Review processes

Policy review frequency: Annually	Responsibility for review: Compliance Manager (CM)
Documentation and communication: Describe how the policy decisions will be documented and communicated	