

## Attendance Policy and Procedure

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### Modification history

<b>Date</b>	<b>Modification</b>	<b>Person responsible</b>
23/11/11	New policy	Toni Schammer
03/01/12	modified	Toni Schammer & Dr Ian Whyte

### *Definitions*

## Preamble

Although there is no requirement under the National Code of Practice 2007, Standard 11 to monitor students' attendance in Higher Education courses, there is a requirement under the National Code Standard 10 for providers to monitor course progress. ICHM considers attendance a vital aspect of the learning and teaching process and for students to effectively learn, students must attend class and internships. Failure to attend class and internships may compromise a students' ability to meet course progression and for international students, within the period of the student visa.

Please refer to the Assessment Policy and Procedure for information about attendance for exams etc.

## Policy

### *For students on campus*

ICHM will record and monitor all student attendances.

Students who are studying on campus (face to face delivery mode) are expected to attend all scheduled lectures, tutorials, seminars, guest speakers, general assemblies, practical classes, professional visits, excursions and other scheduled activities, unless attendance is specifically declared optional or a special exemption is approved by the Principal, Vice Principal or delegated nominee.

A minimum attendance requirement for each subject is 80%. Where a student has attendance under 80%, the attendance percentage will be taken into consideration by the Academic Committee when determining appeals relating to academic considerations.

Where illness, incarceration or bereavement contribute to a student being absent for more than 20% of required attendance, the Academic Committee will take such into consideration when determining appeals relating to academic considerations. The student must present Medical Certificates or other supporting documentation to the Academic Committee for any such consideration to be made.

Attendance at scheduled industry or academic guest speaker presentations and industry visits is compulsory. Where a student fails to attend a scheduled industry or academic guest speaker presentation or a scheduled industry visit, 5% will be deducted each time from the overall percentage in the subject where the industry or academic guest speaker or industry visit was scheduled.

### *For students on Industry Placement*

To meet course requirements while undertaking an Industry Placement, students are required to meet all the assessment criteria and this includes students meeting the ICHM & host employer expectations regarding attendance/scheduled or rostered work.

Students are required to adhere to all attendance and timekeeping policies and procedures of the host property and start and finish the Industry Placement on the dates as agreed with the host employer and the ITD Manager. Failure to attend scheduled/rostered work without any communication with the employer or the ITD Manager may be considered "Abandonment of Employment" by the employer and may result in a fail grade for the Industry Placement. Failure to adhere to the start and finish dates as agreed with the host employer and the ITD Manager may be considered "Abandonment of Employment" by the employer and may result in a Fail grade for the Industry Placement.

To successfully complete the Industry Placement, students are required to complete a minimum of 500 hours industry experience during each Industry Placement period.

As part of the Industry Placement, students are required to provide proof of hours worked each fortnight to the Industry Training and Development Team. Each student is provided with a logbook in which they must record all the hours they work. These logbooks are used by ICHM to determine that the student has achieved a minimum of 500 hours. The logbook will be signed by a Supervisor or Manager staff fortnightly to confirm all details are correct.

Students failing to provide documentation proving the minimum 500 hours and/or failing to complete a minimum of 500 hours may result in a Fail grade being recorded for the Industry Placement.

## Procedure

### *For students on campus*

Lecturers must record attendance, absences, late arrival and early departure from class on the Roll Books. Roll Books are official legal documents required for audit purposes. Attendance records are maintained daily for each class and are available for audit on demand.

If a student is absent from class the lecturer will complete a Student Absence Form at the end of each class. This form records absence from class, early departure and late arrival in minutes.

These forms are consolidated in one place daily in the lecturers' office and are collected daily by the administration staff for collation in the administration office. Every day, where practicable, the data is collated and entered onto the excel spread sheet that records attendance/absences for each student.

The excel spread sheet is formulated to display the total number of hours the student is absent and a percentage is then calculated against the total enrolled subject hours. After the data has been collated, the spread sheets are monitored by the Manager, Student Welfare every two weeks. All absences are recorded regardless of whether any medical certificates have been provided.

Where a student is at risk of being below 80% attendance the student will be sent a cautionary email by the Manager, Student Welfare.

### *For students on Industry Placement*

Students will:

- Start all scheduled/rostered shifts on time.
- Take only allocated breaks and return promptly to work.
- Contact the supervisor/workplace immediately if they are unable to attend a shift. Most properties require at least 2 hours notice however this will be different from place to place.
- Account for any absences to the supervisor. In cases of illness the student may be required to obtain medical certificates.
- Verify the attendance times and dates by keeping a record of all hours worked in the logbook and providing a copy of it signed by a Supervisor or Manager, every fortnight, to the ITD Manager.
- Advise the ITD Manager of any absences requiring 7 or more days off.
- Advise the ITD Manager of any injury sustained at work, requiring any time off.

ICHM/ Host Employer:

- Employers are required to advise the Industry Training & Development Managers if a student is absent from work for medical reasons for more than one week or without explanation for more than 3 days.
- The ITD Managers will record the data from the log book on a spread sheet. The spread sheet records the total hours worked for the period and measures these hours against the total required for the placement.
- The ITD Managers will regularly monitor the hours that the student works to ensure the student is on track to complete the minimum of 500 hours.