

Academic

Attendance Policy and Procedure

Version Control and Modification History Table				
Date	Version	Modification	Approval Authority	Approved & Published Date
23/11/11	1.0	New policy based on current policies	Toni Schammer	23/11/11
03/01/12	2.0	Modified	Toni Schammer, Gerald Lipman & Dr Ian Whyte	03/01/12
6/11/12	3.0	Addition to Changes to the Policy section	Gerald Lipman and Dr Ian Whyte	6/11/12
21/12/12	4.0	Change to attendance – 80% requirement – approved by out-of-session vote by Academic Board	Academic Board - edit Dr Whyte	21/12/12
7/5/2013	5.0	Update to include procedure re 80% attendance requirement	Toni Schammer, Dr Ian Whyte and Gerald Lipman	7/5/2013
25/7/2014	6.0	Update procedure for students on campus	Dr Ian Whyte and Mr Gerald Lipman	25/7/2014
08/02/16	6.1	Updated minor title changes	Dr George Brown	08/02/16
12/12/16	6.2	Change in title from 'Industry Training and Development' to 'Industry and Career Development'	Dr Ian Whyte	12/12/16
04/7/17	7.0	Revisions to accommodate introduction of CELCAT Attendance	Dr Ian Whyte & Mr Gerald Lipman	04/7/17
19/2/18	8.0	Minor update to notification of 80/20 per subject	Dr George Brown	19/2/18
20/11/19	9.0	Minor updates to National Code information	Dr George Brown	20/11/19
05/12/19	10.0	Information added in relation to the needs of Aboriginal and Torres Strait Islander peoples and their traditional cultural practices	Dr George Brown and Chief Executive	05/12/19

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Date	Version	Modification	Approval Authority	Approved & Published Date
Jan 2020	10.1	Changes to position titles	Dr George Brown and Natalie Simmons	Jan 2020
April 2020	11.0	Changes to process for students advising ICHM of attendance issues	Dr George Brown and Natalie Simmons	April 2020

1 POLICY STATEMENT AND PURPOSE

Although there is no requirement under the National Code of Practice 2018 to monitor students' attendance in Higher Education courses, there is a requirement under the National Code Standard 8 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.

2 SCOPE

This policy applies to all ICHM students.

3 DEFINITIONS

CELCAAT – A digital timetabling software system which provides student and staff timetables and also tracks attendance for scheduled classes/ events.

4 POLICY DETAILS

For students on campus

ICHM will record and monitor all student attendance using the CELCAAT attendance system.

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, Program Director Academic or delegated nominee.

A minimum attendance requirement of 80% is expected for successful completion of each subject. When a student has not attended 80% of scheduled classes for each subject, the CELCAAT Administrator will advise the student by email when the breach of the 80% occurs. The student may lodge an appeal to the Academic Committee for dispensation of the attendance requirement at the end of the semester, to be heard by the Academic Committee when reviewing all student results.

The Academic Committee will take into consideration when determining appeals, student absences due to illness, incarceration or bereavement or other factors beyond the student's control. The student may present Medical Certificates or other supporting documentation to the Academic Committee for consideration. The Academic Committee will also take into consideration the students overall academic performance when determining the appeal.

Attendance at scheduled industry or academic guest speaker presentations and industry visits is expected.

ICHM will remain supportive and sensitive to the needs and cultural practices of Aboriginal and Torres Strait Islander peoples. For more information, please refer to the *Diversity, Equity and Inclusion policy*.

For students on Work Integrated Learning

To meet course requirements while undertaking Work Integrated Learning (WIL), 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 their WIL on the dates as agreed with the host employer and the ICD Manager. Failure to attend scheduled/rostered work without any communication with the employer or the ICD Manager may be considered "Abandonment of Employment" by the employer and may result in a fail grade for the subject. Failure to adhere to the start and finish dates as agreed with the host employer and the ICD Manager may be considered "Abandonment of Employment" by the employer and may result in a Fail grade for the subject.

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

As part of WIL, students are required to provide proof of hours worked, by the scheduled due dates, to the Industry and Career 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 of staff 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 subject.

ICHM will remain supportive and sensitive to the needs and traditional cultural practices of Aboriginal and Torres Strait Islander peoples. For more information, please refer to the *Diversity, Equity and Inclusion policy*.

Procedure

For students on campus

Lecturers/ ICHM staff must record attendance (where required) using the CELCAT scanning system. The digital list of attendance is a legal record required for audit purposes. Attendance records are maintained daily for each scheduled class/event and are available for audit on demand.

A student will be deemed 'Present' at a scheduled class/event when they have been scanned into the scheduled class/event up to 30 minutes before the commencement of the event.

A student will be deemed 'Late' to a scheduled class/event when they are scanned in 1 minute post commencement of the class/ event.

A student will be deemed 'Absent' from a scheduled class/event when they do not attend.

Where a student is late or absent for a scheduled class/event, a student will be sent an automated email advising them of the lateness or absence.

Where a student is going to be late or absent for a scheduled class/event and this has been authorised by an ICHM staff member, the student must fill out the online attendance form. The request will then need to be confirmed by the lecturer or relevant staff member. Once confirmed, the student attendance record will be updated to reflect the authorised lateness/ absence.

The online attendance form can be accessed through the link below. It is also located on the student Sharepoint.

[ICHM Student Attendance Form](#)

Where a student is at risk of being below 80% attendance in a subject, the student will be sent a cautionary email by the CELCAT Administrator.

Where a student has not attended 80% of scheduled classes for a subject, the CELCAT Administrator will advise the student by email when the breach of the 80% occurs. The student may lodge an appeal to the Academic Committee for dispensation of the attendance requirement at the end of the semester, to be heard by the Academic Committee when reviewing all student results.

For students on Work Integrated Learning

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, by the scheduled due dates, to the ICD Manager.
- Advise the ICD Manager of any absences requiring 7 or more days off.
- Advise the ICD Manager of any injury sustained at work, requiring any time off.

ICHM/ Host Employer:

- Employers are required to advise the Industry & Career 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 ICD Managers will record the data from the logbook 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 ICD Managers will regularly monitor the hours that the student works to ensure the student is on track to complete the minimum of 500 hours.

5 <OTHER SECTIONS AS RELEVANT – for example links to legislation etc >

Not Applicable.

6 RESPONSIBILITIES AND AUTHORITIES

The Chief Executive Officer and Principal must approve any change to this Attendance Policy and Procedure.

7 REVIEW

The Program Director Academic is responsible for the review of this policy on a 3 yearly basis.

8 ACKNOWLEDGEMENT (if applicable)

Not applicable.

9 APPROVAL

ATTENDANCE	
Policy Owner	Program Director Academic
Version Number	11.0
Approval Authority	Chief Executive Officer and Principal
Approval Date	April 2020
Next Review Date	April 2023