# Academic Attendance Policy and Procedure

## Version Control and Modification History Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
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<th>Approval Authority</th>
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</thead>
<tbody>
<tr>
<td>23/11/11</td>
<td>1.0</td>
<td>New policy based on current policies</td>
<td>Toni Schammer</td>
<td>23/11/11</td>
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<tr>
<td>03/01/12</td>
<td>2.0</td>
<td>Modified</td>
<td>Toni Schammer, Gerald Lipman &amp; Dr Ian Whyte</td>
<td>03/01/12</td>
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<tr>
<td>6/11/12</td>
<td>3.0</td>
<td>Addition to Changes to the Policy section</td>
<td>Gerald Lipman and Dr Ian Whyte</td>
<td>6/11/12</td>
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<tr>
<td>21/12/12</td>
<td>4.0</td>
<td>Change to attendance – 80% requirement – approved by out-of-session vote by Academic Board</td>
<td>Academic Board - edit Dr Whyte</td>
<td>21/12/12</td>
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<tr>
<td>7/5/2013</td>
<td>5.0</td>
<td>Update to include procedure re 80% attendance requirement</td>
<td>Toni Schammer, Dr Ian Whyte and Gerald Lipman</td>
<td>7/5/2013</td>
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<tr>
<td>25/7/2014</td>
<td>6.0</td>
<td>Update procedure for students on campus</td>
<td>Dr Ian Whyte and Gerald Lipman</td>
<td>25/7/2014</td>
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<tr>
<td>08/02/16</td>
<td>6.1</td>
<td>Updated minor title changes</td>
<td>Dr George Brown</td>
<td>08/02/16</td>
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<tr>
<td>12/12/16</td>
<td>6.2</td>
<td>Change in title from 'Industry Training and Development’ to ‘Industry and Career Development’</td>
<td>Dr Ian Whyte</td>
<td>12/12/16</td>
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<tr>
<td>04/7/17</td>
<td>7.0</td>
<td>Revisions to accommodate introduction of CELCAT Attendance</td>
<td>Dr Ian Whyte &amp; Mr Gerald Lipman</td>
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<td>19/2/18</td>
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<td>Minor update to notification of 80/20 per subject</td>
<td>Dr George Brown</td>
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<td>20/11/19</td>
<td>9.0</td>
<td>Minor updates to National Code information</td>
<td>Dr George Brown</td>
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<td>05/12/19</td>
<td>10.0</td>
<td>Information added in relation to the needs of Aboriginal and Torres Strait Islander peoples and their traditional cultural practices</td>
<td>Dr George Brown and Chief Executive</td>
<td>05/12/19</td>
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<td>Jan 2020</td>
<td>10.1</td>
<td>Changes to position titles</td>
<td>Dr George Brown and Natalie Simmons</td>
<td>Jan 2020</td>
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<tr>
<td>April 2020</td>
<td>11.0</td>
<td>Changes to process for students advising ICHM of attendance issues</td>
<td>Dr George Brown and Natalie Simmons</td>
<td>April 2020</td>
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<tr>
<td>September 2020</td>
<td>12.0</td>
<td>Changes to attendance reporting</td>
<td>Dr George Brown and Natalie Simmons</td>
<td>September 2020</td>
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</table>
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 Work Integrated Learning (WIL). Failure to attend class and WIL 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

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

4 POLICY DETAILS

For students enrolled in face to face and online seminars/events

ICHM will record and monitor all face to face student attendance using the CELCAT attendance system. Online delivery attendance will be monitored via the online class listing spreadsheet.

Students who are studying face to face and online seminars are expected to attend all scheduled events, where applicable, unless attendance is specifically declared optional or a special exemption is approved by the Principal, Program Director Academic or delegated nominee.

A minimum attendance of 80% is expected for successful completion of each subject. Where a student does not meet these minimum requirements, the student will be contacted to determine if they wish to have additional support (see Procedure below).

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.

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 enrolled in face to face and online seminars/events

Lecturers/ ICHM staff must record attendance (where required) using either the CELCAT scanning system or online class listing spreadsheet. The digital list of attendance is a legal record required for audit purposes. Attendance records are maintained weekly 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 or participated within the online environment.

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 going to be late or absent for a scheduled class/event they are required to act with the professionalism required within an industry setting and advise relevant parties of their absence in a timely manner prior to the commencement of the event. Where a student continues to be at risk of falling below 80% attendance for a subject the Registrar will contact the student and determine the appropriate action.

The Academic Committee will take attendance into account when determining the final results for a student. If attendance in a subject is below 80% this may impact the ability of a student to be eligible for a supplementary assessment where applicable.

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 between employers.
- 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 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 2 days.
- The ICD Managers will record the data from the submitted workplace hours on the WIL hours spreadsheet. The spreadsheet 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 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 | 12.0                                              |
| Approval Authority | Chief Executive Officer and Principal          |
| Approval Date     | September 2020                                   |
| Next Review Date  | September 2023                                   |