



## **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 based on current policies	Toni Schammer
03/01/12	modified	Toni Schammer, Gerald Lipman & Dr Ian Whyte
6/11/12	Addition to Changes to the Policy section	Gerald Lipman and Dr Ian Whyte
21/12/12	Change to attendance – 80% requirement – approved by out-of-session vote by Academic Board	Academic Board - edit Dr Whyte
7/5/2013	Update to include procedure re 80% attendance requirement	Toni Schammer, Dr Ian Whyte and Gerald Lipman
25/7/2014	Update procedure for students on campus	Dr Ian Whyte and Mr Gerald Lipman
08/02/16	Updated minor title changes	Dr George Brown
12/12/16	Change in title from 'Industry Training and Development' to 'Industry and Career Development'	Dr Ian Whyte
04/7/17	Revisions to accommodate introduction of CELCAT Attendance	Dr Ian Whyte & Mr Gerald Lipman
19/2/18	Minor update to notification of 80/20 per subject	Dr George Brown

### **Definitions**

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

## 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 attendance using the CELCAT 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, Director Academic or delegated nominee.

A minimum attendance requirement of 80% is required for successful completion of each subject. When a student has not attended 80% of scheduled classes for each 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.

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 compulsory.

### *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 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 Industry Placement. 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 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 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 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/ 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 email the Director Academic with these details. Once confirmed, the student attendance record will be updated to reflect the authorised lateness/ absence.

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 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 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 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 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.

## Changes to the Policy

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