

VET Attendance Policy and Procedure

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1 PURPOSE

- 1.1 Actors College of Theatre & Television (ACTT) is committed to the principles detailed in Standard 8 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code 2018).
- 1.2 ACTT ensures systematic monitoring of attendance for overseas students enrolled in VET courses.
- 1.3 ACTT is proactive in notifying and counselling students who are at risk of failing to meet attendance requirements.
- 1.4 Where it is determined that a VET student has failed to achieve satisfactory attendance, ACTT has systems to notify the Department of Home Affairs.
- 1.5 This policy guides the procedures for the monitoring of attendance for students in undertaking VET courses at the Institute.
- 1.6 The policy
 - establishes the framework for Student and Academic Services to determine satisfactory attendance;
 - outlines communication and intervention strategies to support student attendance;
 - outlines the methodology to identify students who do not meet, or are at risk of not meeting satisfactory attendance requirements; and provides direction to staff of the importance of appropriate, consistent and equitable support.

2 SCOPE

- 2.1 The policy applies to all students on a student visa enrolled at ACTT at a VET program.
- 2.2 ACTT VET trainers, Support Services staff and Compliance Manager have responsibility for implementing and reporting against attendance.
- 2.3 The Compliance Manager is accountable for the policy.

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3 POLICY STATEMENT

- 3.1 A **minimum of 80 per cent (80%)** attendance of scheduled contact hours is required by students enrolled in a VET program.
- 3.2 Students are to attend those classes for which they are enrolled and timetabled.
- 3.3 Attendance is based on the individual study period of the student as per his/her Confirmation of Enrolment (CoE).

4 PROCEDURE-MONITORING ATTENDANCE AND ATTENDANCE NOTIFICATIONS

- 4.1 Trainers submit the completed attendance sheets to the Admin Team by Monday for the previous week.
- 4.2 Attendance is recorded in the Attendance Register-VET by the Admin Team.
- 4.3 The Admin team reviews the projected attendance percentage for each student and sends the Student At Risk-VET Attendance to the Compliance Manager. The report contains the list of students for the followings:
 - 4.3.1 Student who missed more than 5 consecutive classes.
 - 4.3.2 Student's attendance falls below 90%
 - 4.3.3 Student's attendance falls below 85%
 - 4.3.4 Student's attendance falls below 80%

5 PROCEDURE- ATTENDANCE NOTIFICATIONS

- 5.1 The Compliance Manager/delegate sends the Attendance Notification to the students who misses more than five consecutive classes.
- 5.2 The Compliance Manager/delegate sends the Attendance Warning Letter-1st to the students whose attendance falls below 90%.
- 5.3 The Compliance Manager/delegate sends the Attendance Warning Letter-2nd to the students whose attendance falls below 85%.
- 5.4 Appropriate Intervention is to be offered to students to support attendance.

6 PROCEDURE-INTERVENTION

- 6.1 The Compliance Manager attempts to make contact with the student who were absent for more than five consecutive days or at risk of not meeting 80% attendance requirement by issuing the warning notifications in order to determine possible causes and explain their status and provide information about:
 - 6.1.1 the possible consequences of further poor attendance;
 - 6.1.2 relevant support services available to students for assistance;
 - 6.1.3 the requirement to attend a meeting with the Compliance Manager; and
 - 6.1.4 an intervention strategy for those students.

7 PROCEDURE- REPORTING FOR UNSATISFACTORY ATTENDANCE

- 7.1 When the attendance shows that a student will fail to meet the required 80% attendance, an Attendance Warning Letter-ITR-VET will be issued. The Attendance Warning Letter-ITR-VET:

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- 7.1.1 notifies the overseas student that ACTT intends to report the overseas student for unsatisfactory course attendance
- 7.1.2 informs the overseas student of the reasons for the intention to report
- 7.1.3 advises the overseas student of their right to access ACTT's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.
- 7.2 The registered provider must only report unsatisfactory course progress or unsatisfactory course attendance in PRISMS in accordance with section 19(2) of the ESOS Act if:
 - 7.2.1 the internal and external complaints processes have been completed and the decision or recommendation supports ACTT, or
 - 7.2.2 the overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period, or
 - 7.2.3 the overseas student has chosen not to access the external complaints and appeals process, or
 - 7.2.4 the overseas student withdraws from the internal or external appeals processes by notifying the registered provider in writing.
- 7.3 ACTT may decide not to report the overseas student for breaching the attendance requirements if the overseas student is still attending at least 70 per cent of the scheduled course contact hours and the overseas student is maintaining satisfactory course progress.

8 CONSIDERATION FOR NON-ATTENDANCE

- 8.1 Consideration for non-attendance explains why a student is absent, it does NOT however excuse absence. A medical certificate or compelling and compassionate grounds still require a student to meet the minimum attendance requirements. Absences, irrespective of their nature, that result in a minimum attendance dropping below the required 80% attendance level will result in the student being issues with an Intention to Report (ITR).
- 8.2 'Compassionate or compelling circumstances' are those beyond the control of the student and which have an impact upon the student's attendance or wellbeing. These could include:
 - a) Pregnancy or childbirth;
 - b) serious illness or injury supported by a medical certificate;
 - c) serious illness or bereavement of a family member;
 - d) involvement or being witness to a traumatic experience;
 - e) being the victim of or witness to a serious crime;
 - f) major political upheaval in your home country requiring emergency travel;
 - g) a major natural disaster in your home country requiring emergency travel; and/ or
 - h) Inability to commence or resume your studies due to visa processing delays.
- 8.3 Where compelling or compassionate circumstances exist, original or certified medical, psychological, police or other certificates must be provided to the classroom teacher/admin team.
- 8.4 A student must attend class while an appeal is in progress.
- 8.5 A student will also be provided the opportunity to access the external appeals process documented in the Student complaints and appeals Policy and Procedure if the outcome of their internal appeal is to uphold the decision by the Institute.

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9 RESPONSIBILITIES

- 9.1 ACTT VET trainers, Student and Academic Services staff and Compliance Manager have responsibility for implementing and reporting against attendance.
- 9.2 The Compliance Manager is accountable for the policy.

10 RECORDS MANAGEMENT

- 10.1 Staff must maintain all records relevant to administering this policy and procedure in a recognised Institute recordkeeping system.

11 RELATED LEGISLATION AND DOCUMENTS

- Attendance Notification
- Attendance Warning Letter-1st
- Attendance Warning Letter-2nd
- Attendance Warning Letter-ITR-VET
- Attendance Register-VET
- Student At Risk-VET Attendance

12 FEEDBACK

- 12.1 Institute staff and students may provide feedback about this document by emailing compliance@actt.edu.au

13 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	CEO
Administrator	Compliance Manager