

STUDENT ATTENDANCE RECORDING, MONITORING, & REPORTING

1. Policy

The policy and procedures support Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018. The policy and procedure ensure that students complete their studies within the expected duration of the course and Yorke Institute only extends the duration in the circumstances outlined in Standard 8.

The policy ensures that attendance records are kept and monitored for students and allows for early detection of poor attendance records and enables Yorke Institute and the students an opportunity to rectify their situation.

2. Procedure

2.1 Recording Student Attendance

- A prepopulated Student Attendance Record sheets (Attachment 1) will be given to the trainers at the beginning of each term.
- The attendance record sheet is recorded by the trainer at each session of scheduled class time.
- To indicate attendance- the student is required to insert, "sign in time" at the start of the session and "sign out time" at the end of the session and place his/her signature.
- If a student is absent for the entire session, this will be recorded by placing the word "A" against the student's name.
- The trainer is responsible for forwarding the Attendance Record sheet to the Student Administration Officer at the end of each session to ensure security and integrity of the record sheet. The trainer will be required to keep a copy of the attendance record to monitor attendance of the student.
- The Student Administration Officer will enter each student's attendance for each session, based on the attendance record sheet into VETtrak. The hardcopy of the record sheet will be kept in an attendance folder.
- The Student Administration Officer will calculate the attendance for each session via VETtrak based on the information recorded from the record sheet. A student, who misses part of a session, shall be marked as absent for the hours missed during the session by allocating the hours attended. (Students are given a 15-minute leeway at the beginning of the session).
- The final calculation of the attendance per unit will be calculated both in the Attendance Record sheet and VETtrak by Student Administration Officer. If the student has achieved less than 80% attendance for each unit, the RTO Coordinator will be informed of the non-attendance record. The RTO Coordinator will inform the trainer not to conduct the final assessment until make up sessions are undertaken.
- All trainers are informed of this procedure and the importance for accuracy when completing the form through induction and through regular monitoring by the Student Administration Officer or RTO Coordinator. The student will be informed of this policy during the commencement and throughout the course especially before each unit commences.
- The Student Administration Officer and RTO Coordinator will review the attendance records weekly, to ensure accuracy and processes are being adhered to by all staff.

At the end of each week, the Student Administration Officer will review the projected attendance of all students and monitor the following points:

2.2 Monitoring Student Attendance

- The Student Administration Officer will review student attendance via VETtrak, which will calculate the projected attendance of the students for each term. The projected attendance will be forward to the RTO Coordinator for review. The RTO Coordinator will discuss with the student their attendance record. The students are given every opportunity to rectify a poor attendance record and prevent falling below the required academic progression.

Refer: Education Services for Overseas Students (ESOS) Act

ATTACHMENT 1

ATTENDANCE RECORD

Teacher		UNIT Code				
Group/Stage:		Class Start Time:		Day & Date		
Surname	First Name			Sign in time	Signature	Sign out time
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						