

Attendance Policy – International VET

Policy Code: INT-001 **Version:** 9.0 **Effective Date:** 18 March 2015

Purpose:

This policy sets out the requirements for achieving satisfactory attendance, the way in which attendance is monitored, how attendance requirements are communicated to students and the consequences of failing to maintain satisfactory attendance.

Definition of “College” – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, FIAFitnation, College of Natural Beauty and Wellnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.*

Definition of “International students” – *The College defines an International Student as someone **who is not an** Australian citizen or permanent resident or a New Zealand citizen or a permanent visa holder. This definition includes students studying onshore on a range of temporary visas (working holiday visa, tourist visa, student visa etc) or offshore as an online student. Information that applies only to students studying on specific visa classes (e.g. Student Visa) is specified when relevant. It should be noted that all international students pay fees specified for international students, regardless of visa subclass.*

Scope:

- All International students enrolled in face to face VET courses
- All campuses registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
- Student Services Staff
- Admissions Staff
- Academic Staff
- All governance

Policy Statement:

Part A of this policy sets out attendance standards that all international students are expected to adhere to. Part B of this policy sets out the way international students on a student visa enrolled in VET courses are monitored and the consequences for failing to achieve satisfactory attendance are also set out in this policy.

PART A

Note: This section applies to all international students studying VET units of study in face to face mode of delivery regardless of visa type

Expectations for Attendance

The College encourages 100% attendance by all students for all classes.

Practical classes:

All students are required to attend at least 80% of their practical skills sessions. Students who do not attend 80% of practical skills sessions will be asked to repeat the unit of study to ensure they have sufficient practical experience. Practical classes are clearly identified in Unit of Study Outlines.

Clinics:

Clinic units of study have a 100% attendance requirement. Students can miss up to the equivalent one full week of scheduled clinic sessions (depending on the credit points of the clinic unit of study), with a certificate from a registered health practitioner, however, students that miss clinic sessions must make up all missed clinic sessions to receive credit for the unit of study.

Students should make every attempt to make up any missed sessions before the end of the trimester. If making the clinic sessions up in the following trimester is unavoidable

(such as if the missed session is at or near the end of trimester), students must arrange to make them up by Week 3 of the following trimester. This allows for grade submission in Week 4 prior to census date.

If the student fails to make up the missed sessions by Week 3 of the following trimester, then the grade of Incomplete will be changed to a Fail.

Note:

- Students must attend Class/Clinic on the set day and time according to their enrolment – changes are only permitted when extenuating circumstances apply.
- It is the student's responsibility to arrive at class on time and to stay until the class is completed.
- Where only part of a class is attended, if the lecturer considers this to be a significant absence, students may be marked as absent for that class.

Late Attendance:

Students must attend Class/Clinic on the day and at the set time according to their enrolment. No changes are permitted unless extenuating circumstances apply.

It is the student's responsibility to arrive at class on time and to stay until the class is completed. Students who are more than 10 minutes late for clinic or 30 minutes late for a class may not be admitted.

Where only part of a class is attended, students may be marked as absent for all or part of that class. Subsequent partial absences will be tallied towards total absences.

Examination/Assessment Attendance:

Students must attend examinations/assessment on the day and at the set time according to the assessment timetable which is published by the College at least two weeks prior to exam period. Any student unable to attend examinations must apply for special consideration according to the process outlined in the Assessment Policy – HE or Assessment Policy - VET.

It is the student's responsibility to arrive at examinations/assessments on time and to stay until the examination/assessment is completed. Students who are more than 30 minutes late for an examination/assessment may not be admitted. Students are not permitted to leave the examination/assessment room within the first 30 minutes.

Refer to the various [Assessment Policies – VET](#) for further information.

PART B

Note: This section only applies to student visa holders studying VET courses

Satisfactory Attendance

Students studying VET courses in Australia on a student visa must achieve satisfactory attendance as set out in this policy in order to satisfy the requirements of their student visa. The College defines satisfactory attendance as attendance of over 80% of course contact hours. If at any point it becomes impossible for the student to attend over 80% of course contact hours the student's attendance will be deemed unsatisfactory.

Monitoring Attendance:

VET students studying on a student visa have their attendance recorded for each class which they are scheduled to attend. This data is stored electronically and used to calculate the student's attendance for every week of each trimester, and to calculate the student's overall attendance per trimester for the entire course.

Students are required to produce a medical certificate for any absence longer than one (1) scheduled course day. All documentation relating to attendance is kept on the student's file.

The College reviews attendance records weekly, and will provide a written warning to any student identified as being at risk of unsatisfactory attendance if:

- attendance drops below 90% for a single trimester; and/or
- attendance drops below 90% for the entire course; and/or

- the student is absent for more than five (5) consecutive scheduled course days without prior approval.

The first written warning will remind the student of the College's attendance requirements.

Any subsequent written warnings will remind the student of the College's attendance requirements and request that the student meet with a nominated staff member to discuss their individual situation. If the student has indicated that they have engaged an education agent the agent will be notified that a student is at risk of being reported for unsatisfactory attendance.

At this meeting the student will be required to sign an Attendance Counselling Form to confirm that they understand that, if at any time it becomes impossible for them to achieve the required attendance rate of over 80% for the entire course, the College will notify the student of its intention to report him or her to the Department of Immigration and Border Protection (DIBP) through the Provider Registration and International Students Management System (PRISMS) for unsatisfactory attendance.

Only student visa holders studying VET courses can be reported through PRISMS for unsatisfactory attendance.

If at any time it becomes impossible for a VET student studying on a student visa to achieve an attendance rate of over 80% for the entire course, they will be issued an intention to report letter which sets out that the College intends to report the student's unsatisfactory attendance to DIBP through PRISMS.

The student has 20 working days to appeal against the College's intent to report for unsatisfactory attendance. Consistent with the Complaints and Appeals Policy – International. Students can appeal the College's decision to report them for unsatisfactory attendance is if there is evidence to support that the student has in fact attended over 80% of all scheduled course contact hours.

The College is required to report unsatisfactory attendance under the National Code 2007

(VET students only). The College is only permitted to decide not to report a student for breaching the attendance requirements if the student's records clearly indicate the student is making satisfactory course progress and the student is attending at least 75% of all scheduled course contact hours.

Outside of the above reasons there is no discretion for the College not to report a student, even if the student has a genuine reason for all absences (such as an illness) and supporting documentation (such as a medical certificate). In these cases however, the College may choose to provide documentation to DIBP in order to support the student's continuation of study.

Reporting a student for Unsatisfactory Attendance

If an international student enrolled in a VET course and studying on a student visa has been sent an Intention to report letter, and

- does not access the College's complaints and appeals process within 28 days,
- completes the complaints and appeals process but the process finds to support the decision of the College

The College must notify the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) and DIBP through PRISMS that the student has not achieved satisfactory attendance as soon as practicable, but no later than two (2) business days from the date when the outcome of the internal complaints and appeals process is known.

If the student is reported for breaching this condition the College will issue the student with a letter stating that the student has been reported to DIBP for unsatisfactory attendance. DIBP will then attempt to contact the student using the last address provided to the College registered on PRISMS. Students may also contact DIBP if they have concerns regarding their student visa. If DIBP is unable to contact the student it may result in automatic cancellation of the student's visa. For this reason it is vital that students provide the most

up to date contact details to the College at all times. These details will be updated by the College on PRISMS within two (2) working days of notification of the change.

Definitions:

CoE – Confirmation of Enrolment

DIBP - Department of Immigration and Border Protection –
Formally Department of Immigration and Citizenship (DIAC)

International Student Adviser – Student Adviser allocated to
international student services on CRICOS approved campuses

Student/Learner is an individual person who is formally enrolled
to study at the College. The individual person is that who
appears on the College's documents such as enrolment,
admission and payment documents, and who is assigned an
individual student ID

Trimester – period of study for Endeavour VET courses

Unsatisfactory Course Progress – failing 50% or more of units
of study attempted in trimester.

Further Information:

Related Procedures [Complaints and Appeals Procedure International](#)

Related Policies: [Complaints and Appeals Policy – International](#)
[Student Misconduct Policy](#)

[Deferring, Suspending or Cancellation Enrolment Policy - International](#)

Benchmarking: [Christian Heritage College, University of Western Sydney](#)

Related Documents: [Sample Intention to Report Letter](#)

Related Legislation: **Legislative Framework that applies to Education providers who offer courses to Overseas students in Australia:**

The *Education Services for Overseas Students Act 2000* (ESOS Act).

The *Education Services for Overseas Students Regulations 2001* made under the ESOS Act (ESOS Regulations).

[*National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*](#)

(National Code) made under the ESOS Act.

The *Education Services for Overseas Students (TPS Levies) Act 2012* (ESOS TPS Act).

Policy Author:	Leonne Sharkey, Quality and Compliance Coordinator
Policy Owner:	Manager, International Student Education
Contact:	Kevin Watkins, State Manager, S.A. & Manager, International Student Education Email: kevin.watkins@endeavour.edu.au
Approval Body:	College Council Meeting date: 19 April 2013
Policy Status:	Revised
Responsibilities for Implementation:	<ul style="list-style-type: none"> • <i>Divisional Directors</i> • <i>Academic Executive</i> • <i>Program Leaders</i> • <i>Student Support teams</i> • <i>Access and Equity Officers</i> • <i>Campus Managers</i>

Key Stakeholders:

- *Director, Student Services*
- *International Student Education*
- *International Students*

Version History

Version	Date	Author	Details
0.1	18Jan12	L Sharkey	Document adapted to be specific to international students studying on a student visa from pre-existing Students at Risk Policy and Course Progress Policy
0.2	18Jan12	K Watkins	Minor changes and additions
1.0	22Feb13		College Council Approved
1.2	25Feb13	L. Sharkey	Policy changed to clearly distinguish separate requirements for VET students on a student visa and other international students
2.0	09Mar13		College Council Executive Approved
2.1	03Apr13	L. Sharkey	Policy updated to apply attendance monitoring to international students on a student visa in VET courses only and incorporate changes to DIBP processes with regard to reporting.
3.0	19Apr13		College council approved policy with minor amendments
3.0	3Jun13		Minor amendments made to align policy with available monitoring systems
1.0	22July13	C Smalbil	College changed to new version control system within Sharepoint (refer to The Source for further version history).