Attendance Record & Monitoring Policy (For VET Course Only)

Policy

This document provides procedures to ensure that the attendance of all VET International students is recorded, and these attendance records are monitored in accordance with the Standard 8.0 of the ESOS National Code 2018. This allows for early detection of a student's poor attendance and enables Blue Lotus College (BLC) to provide support to students with low attendance.

All staff are made aware of the requirements of this policy and procedure and related attendance requirements through the BLC Staff Induction process and ongoing professional development activities.

Responsibility

The Student Service Manager/CEO will be responsible for the implementation of this policy and for ensuring that staff and students are aware of its application and procedures.

Scope

This policy applies to all international students (VET) enrolled at BLC.

Procedure

Recording Student Attendance

- Student attendance is monitored each and every session of scheduled class time using the "Class Attendance Record". Each trainer will be provided a Record Sheet that will include the names of all students currently enrolled in each class. This Record Sheet will be populated by Student Administration at the beginning of each week. Each trainer shall also be responsible for ensuring the list of student names and recorded attendance is accurate at all times.

- This record sheet is broken down into sessions (morning and afternoon) and requires an indication of attendance twice per session – once at the start of the session and once at the end of the session. A student who arrives late or misses part of a session shall have their hours of attendance recorded on the 'Class Attendance Record Sheet'.

- Student attendance is then tallied for the day and the Trainer / Assessor will be required to sign the attendance record at the end of each session and confirm the accuracy for the recorded attendance of each student.

- The Student Attendance Record is to be submitted to Student Administration at the end of each day. Student Administration will ensure these record sheets are maintained securely and collated as required.

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- All attendance shall be recorded in the Student Data Management System which shall record each student's attendance and shall calculate the projected attendance of each student if they were to attend all remaining classes.

- All relevant staff (Student Administration & Trainers / Assessors) are informed of this process and the importance for accuracy when entering and collating student attendance through the staff induction program and through regular monitoring by the Training Manager.

Monitoring Student Attendance

- The Training Manager will monitor student attendance each course. The projected attendance will be monitored each week to ensure students are given every opportunity to rectify a poor attendance record.

- At the beginning of each course the Student Data Management System will be set up with each of the students and their relevant required course hours.

- All 'Student Attendance Record Sheet's' are to be submitted to Student Administration who will enter all data into the Student Data Management System. At the end of each week it is the responsibility of Student Administration to ensure all attendance records are up to date and are accurate.

- At this time, once per week, the Training Manger will record the attendance percentage of all students and monitor the individual attendance of each student.

- Where an individual student attendance falls below 80%, students will be sent a letter advising them that their attendance is poor and that this may cause them to have difficulty in completing the assessments. Students will be reminded of the requirement to maintain satisfactory Training performance.

- BLC do not report students to the government agency via PRISMS for unsatisfactory attendance. Reporting is conducted only based on unsatisfactory course progression as per the BLC Monitoring Course progress policy and procedures.

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