Policy

The purpose of this policy is to ensure the attendance of all VET International students enrolled at Veritas Institute Australia is properly recorded and systematically monitored. This allows for early detection of a student's poor attendance and enables Veritas Institute Australia to provide support to students with low attendance and course progression. All staff are made aware of the requirements of this policy and procedure and related attendance requirements through Veritas Institute Australia's Staff Induction process and ongoing professional development activities.

Responsibility

The Administration Staff, RTO Manager and Course Coordinator will be responsible for the implementation of this policy in conjunction with CEO. The CEO ensures all academic staff and administration staff including students are aware about this policy and implement consistently. This Policy and procedure is communicated to all staff and students via the Student Prospectus, the college's official website, at the time of staff/student orientation and induction.

Scope

This policy applies to all international students (VET only) enrolled at Veritas Institute Australia.

Procedure- Recording Student Attendance

i. Student attendance is monitored each and every session of scheduled class time using the **"Class Attendance Record Sheet"**. Each trainer is provided with a Class Attendance Record Sheet that includes the names of all students currently enrolled in each class. This Record Sheet will be populated on Excel by the Administrative Department at the beginning of each term. Each trainer shall also be responsible for ensuring the list of student names and recorded attendance is accurate at all times and matches with the Excel for electronic transfer of the records.

ii. Student attendance is 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.

iii. The Student Attendance Record is submitted to Administrative Staff at the end of each week.

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

v. 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 RTO Manager.

International Student Attendance Policy & Procedure V1.2 Sep 2022
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Procedure- Monitoring Student Attendance

i. At the beginning of each term, the Student Data Management System will be set up with each of the students and their relevant enrolled units for the term. The units they are undertaking are assigned to the relevant trainer/s. This will enable for the trainers to access the students who are attending their classes only.

ii. 'Student Attendance Record Sheet' are then transferred onto Student Management System by the relevant trainer, are submitted to relevant course coordinator weekly. The CEO sends the hard copy to Student Services Team to file and verify 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.

iii. Trainers sends an email to the student not attending the classes at the end of each week and regular absences are reported to Student Administration Department.

iv. The Student Admin Department monitors and send a fortnightly report to the trainers/Course coordinator on non-record of any attendance record onto the SMS. The student list for update are available to trainers for a week only. If the trainers have missed updating the record within the available time (one week after the class is scheduled) onto SMS the Student Services Team updates the missing record.

v. The RTO/ Training Manager will monitor student attendance for each course in assistance with Student Management System Administrator. The report generated by the System Administrator includes the current attendance of the student and the projected attendance. The attendance reports is monitored (fortnightly) to ensure students are given every opportunity to rectify a poor attendance record.

vi. At this time, once per week, the RTO/ Training Manager will record the attendance percentage of all students and monitor the individual attendance of each student.

vii. 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 academic performance.

viii. Veritas Institute Australia **does not** report students to the government agency via PRISMS for unsatisfactory attendance. Reporting is conducted only based on unsatisfactory course progression as per Veritas Institute Australia's Course progress monitoring policy and procedures.

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