

Version	7.0
Short description	This policy outlines the attendance requirements for VET students, and the process for monitoring and addressing a breach of these requirements.
Relevant to	All on-campus VET students All VET trainers and assessors
Authority	Academic Board
Policy owner	VET Coordinator
Responsible office	Student Administration Services
Date approved	12 April 2023
Date effective	24 April 2023
Review due	April 2028
Related Avondale documents	Learning and Assessment Policy
Related legislation	ESOS Act 2000 National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standards for Registered Training Organisations (RTOs) 2015
Key words	attendance, enrolment, ESOS, exclusion, international, show cause, student, VET, visa

1. PURPOSE

- 1.1 This document outlines Avondale University's (Avondale) attendance policy and expectations for on-campus VET students, and procedures for monitoring attendance and handling policy breaches.

2. SCOPE

- 2.1 This policy applies to all VET students with on-campus enrolment and to all VET trainers and assessors.

3. DEFINITIONS

- 3.1 **Exclusion:** the situation where it has been determined that a student's enrolment at Avondale will be discontinued. Also referred to as termination of enrolment.
- 3.2 **Extenuating circumstances:** serious circumstances beyond a person's control that provide excuse for an outcome. In the context of this policy, the decision-maker reviewing the circumstances will determine if they are considered extenuating.
- 3.3 **Show cause:** where a student is required to outline, in writing, why their enrolment should not be discontinued (terminated).
- 3.4 **Student:** a person who is formally enrolled in a course or unit of study at Avondale.
- 3.5 **Trainer:** a person who provides training in accordance with Clause 1.13, 1.14 and 1.16 of the Standards for RTOs 2015.
- 3.6 **VET:** an acronym for Vocational Education & Training.

4. ATTENDANCE POLICY

- 4.1 Avondale monitors student attendance and engagement to identify students at risk, and to provide timely intervention and support, as required.
- 4.2 Students are expected to attend, at a minimum, 80% of scheduled face-to-face and practical learning activities (onsite and off-site) in a teaching period.
- 4.3 Students are responsible for familiarising themselves with the attendance requirements and learning schedule for the course in which they are enrolled.
- 4.4 Students are responsible for organising their personal timetable and commitments in order to be available to attend scheduled face-to-face learning activities.
- 4.5 Students are normally required to routinely provide a medical certificate for absences due to illness.

5. WORK PLACEMENT

- 5.1 Students are required to attend, and complete, 100% of their work placement hours.
- 5.2 If due to extenuating circumstances, students are unable to complete their work placement hours within the agreed timeframe, students will need to liaise with their work supervisor and trainer to reschedule placement hours.

6. ACADEMIC ENGAGEMENT

- 6.1 Students are expected to engage with Moodle activities and complete tasks as instructed by their trainer.
- 6.2 Trainers will monitor student engagement on Moodle, and make contact (via email) with students who appear inactive. Trainers will offer support for such students.
- 6.3 Trainers will report students who continue to be inactive to the VET Coordinator. Inactive students are also routinely reported to the Course Committee.
- 6.4 The VET Coordinator will determine what action is to be taken; students may be required to show cause as per the process below.

7. BREACH OF POLICY & SHOW CAUSE

- 7.1 Trainers will systematically monitor student attendance, keeping a record of attendance for all face-to-face learning activities, for the duration of the teaching period. Trainers will monitor for students who are nearing the 20% limit for absences.
- 7.2 Students identified by trainers as at risk of not meeting the attendance requirements for the course will receive notification in writing from the trainer that they are at risk.
 - 7.2.1 The notification is given to raise the student's awareness of the policy.
 - 7.2.2 Students will be encouraged to access the support available to them.
- 7.3 Students who continue to take absences, and are absent for more than 20% of scheduled face-to-face learning activities will be reported by the trainer to the Director, Student Administration Services and VET Coordinator.
- 7.4 The Director, Student Administration Services will notify the student in writing that they have breached the attendance policy and are required to show cause in writing to the VET Coordinator as to why they should not be excluded from their course.
- 7.5 Students will normally be required to submit their show cause response within 5 working days of the date on which they received notification, unless there are extenuating circumstances, which must be documented.
- 7.6 The VET Coordinator will advise the student by official letter, of the outcome of their show cause (with a copy to the trainer, Director, Student Administration Services, and Student Finance). Where the decision is made to uphold the show cause, the letter will include the conditions required for the student to continue in their course.
- 7.7 Students who do not show cause by the required deadline, will be excluded from their course.

8. SPECIAL CONSIDERATION

- 8.1 If, due to extenuating circumstances, students are unable to attend a minimum of 80% of scheduled classes, they must inform their trainer, via email, as soon as practicable, and with appropriate and verifiable supporting documentation.
- 8.2 The trainer is to inform the VET Coordinator who in consultation with the trainer will assess the student's circumstances and determine if the student has reasonable grounds for special consideration, and if so, what provisions will be made for the student.

- 8.3 The VET Coordinator will advise the student of the outcome in writing (with a copy to the trainer and Director, Student Administration Services).
- 8.4 As relevant, the trainer will continue to monitor student attendance against the provisions made for the student in relation to their request for special consideration.

9. INTERNATIONAL STUDENTS

- 9.1 Under the Education Services for Overseas Students (ESOS) Act 2000, Avondale is required to report unsatisfactory attendance of international students to the Department of Home Affairs, through the Provider and International Students Management System (PRISMS). Reporting through PRISMS is overseen by the Director, Student Administration Services.
- 9.2 International students will be notified in writing by the Director, Student Administration Services of Avondale's Intention to Report to the Department of Home Affairs that they have not met the attendance requirements for their course and are in breach of their visa conditions, pending the outcome of the show cause and possible appeal made by the student in accordance with the Appeal Procedure (Academic).

10. REPORTING

- 10.1 Following each teaching period, the VET Coordinator will provide to the VET Board, a report of students who requested special consideration for attendance requirements, or were required to show cause, along with the outcomes.
- 10.2 This report will further be tabled by the Director, Student Administration Services at the Academic Board.

11. APPEAL

- 11.1 Students may appeal the outcome of a show cause or request for special consideration in accordance with the Appeal Procedure (Academic).

Table of amendments

Version Number	7.0	Replaces Version	6.0, 24 August 2016
Date Published	24 April 2023	Scheduled Review Date	April 2028
Approving Body	Academic Board	Approval Date	12 April 2023
Policy Owner	VET Coordinator	Date first introduced	2003 Handbook
Short description of amendment	Full review of Policy; clearly specified attendance requirements (80%) of face-to-face learning and show cause processes; clarified requirements for international students. Policy name changed from <i>Attendance Policy for On Campus VET Students</i> .		