Student Attendance Policy and Procedure

1   Purpose and Objective

1.1   The purpose of this policy is to formalise enactment of compliance by the International Institute of Business and Information Technology (IIBIT) with the legislative and regulatory framework applicable to providers of international education services in Australia.

1.2   This policy specifically addresses the requirements of Standard 8 of the revised National Code of Practice for Providers of Education and Training to Overseas Students (National Code 2018) regarding student attendance.

2   Scope

2.1   This policy and procedure relates to all overseas students studying with IIBIT on a Student visa and to all IIBIT staff interacting with such students on issues related to completion within expected duration.

2.2   IIBIT has elected to implement the Department of Education – Department of Home Affairs course progress monitoring policy and procedure for Vocational courses. Therefore, for vocational courses only, attendance is not recorded or monitored for visa compliance purposes.

3   Policy

Principles

3.1   IIBIT commits to compliance with the legislative and regulatory framework applicable to overseas students resident and studying in Australia.

3.2   IIBIT wishes to provide all its students with the best opportunity to achieve the learning outcomes of their chosen qualification.

3.3   IIBIT will monitor the attendance of students enrolled into an ELCIOS program and ensure that:
   a)   students enrolled in an ELICOS program must maintain attendance at least 80%;
   b)   if a student is absent from class for 5 consecutive days, then he/she submits a medical certificate; and
   c)   student who are more than 15 minutes late or who leave class before the scheduled finish, have this absence recorded.

3.4   In principle, all students whose total attendance per term is less than 80% will be reported to DHA via PRISMS.

3.5   Exceptionally, Student Services may not report a student for breaching the 80% attendance requirement if the student:
   a)   produces documentary evidence clearly demonstrating compassionate or

compelling reasons; and

    b)   is able to give written or oral evidence that they will improve their rate of attendance.

Legislative and regulatory requirements underpinning this IIBIT policy and procedures

3.6   Standard 8 of the National Code requires IIBIT as a Registered Provider to systematically monitor students' compliance with student visa conditions relating to attendance and to be proactive in notifying and counselling students who are at risk of failing to meet attendance requirements Under Section 19 of the ESOS Act. IIBIT must report students who have breached the attendance requirements.

4   Procedure

Background to this set of procedures

4.1   At the time of enrolment, students are advised of their attendance requirements and, as part of their written agreement with the Student Services, of the consequences of poor attendance.

4.2   Information on attendance is included in the student orientation handbook. This includes:
    a)   the 80% attendance requirements;
    b)   the consequences of not maintaining satisfactory attendance;
    c)   the requirement to notify the provider if the student is sick;
    d)   the possible need for students to be able to produce a Doctor's certificate to account for absences; and
    e)   the information that a student will be marked absent for every hour that they are absent from the class, be it at the start, during or end of class.

4.3   Exceptions to the above will be considered on a case by case basis at the office of General Manager (Academic Services and Quality Assurance).

4.4   Students are also advised of the above information orally during orientation and again by their teacher on the first day of class.

5   Procedures

Monitoring Attendance

5.1   Student Services will give the number of students enrolled for each course to the relevant teachers.

5.2   Weekly attendance sheets (rolls) will be send via emails to all teachers and academic manager by student services on every Monday morning.

5.3   All class rolls are marked by teachers and signed at the end of the class or session.

5.4   Teachers must submit completed rolls to Student Services at the end of the week.

5.5   Student Services is responsible for entering the data from all the rolls into the database.

5.6   Student Services will monitor the attendance percentage every fortnight and report this to the academic manager.

5.7   The academic manager will request Student Services to send warning letters to students whose attendance is less than 80% at week 3. The warning letters are then issued by Student Services.

5.8   The students concerned will be contacted and counselled by the student counsellor, as at risk of not attending for at least 80% of the scheduled course contact hours.

5.9   The Academic Manager will request Student Services to send the notification of intention to report these students to DHA for non-compliance at week 7. The students are informed that they have 20 working days to appeal for not attending the classes and that they will need to talk to the IIBIT student counsellor, providing documentation to support their appeal. If the student has not lodged an appeal within 20 working days; has not withdrawn from the course; or has completed an appeals process resulting in the appeal being denied, IIBIT will cancel the student CoE via Provider Registration and International Students Management System (PRISMS) within five working days of the end of appeals period.

Appeals

5.10   The IIBIT Complaints and Appeals Policy and Procedure may be found at this link: - https://www.iibit.edu.au/policies-guidelines/

Post-Appeal

5.11   Student Services is responsible for making copies of all warning letters sent to students and filing them in the student files.

6   Review

6.1   A review of Student Attendance Policy and Procedure is undertaken annually by the General Manager (Academic Services and Quality Assurance).

7   Roles and Responsibilities

7.1   The Academic Manager carries responsibility for maintenance, monitoring of this policy and its associated procedures, under the direction of the General Manager (Academic Services and Quality Assurance)

8   Definitions

CRICOS	The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is the register prescribed under Section 10 of the ESOS Act.
DE	Department of Education
DHA	Department of Home Affairs

ESOS ACT 2000	The Education Services for Overseas Students Act 2000 of the Commonwealth of Australia, as amended from time to time.
IIBIT	International Institute of Business and Information Technology
NATIONAL CODE 2018	The National Code of Practice for Providers of Education and Training to Overseas Students 2018.
NVR	National Vocational Education and Training Regulator Act 2011
PRISMS	Provider Registration and International Student Management System
SATISFACTORY CLASS ATTENDANCE	Defined as attending a minimum of 80% of scheduled classes throughout the course (ELICOS only).
SRTO	Standards for Registered Training Organisations (RTOs) 2015
STUDY PERIOD	Four study periods per year (each study period is 10 weeks).

9   Associated Information

Related Documents	- Complaints and Appeals Policy and Procedure - Complaints and Appeal From - Warning Letter (sample) - Notification of intention to report student to DHA (sample)
Related Legislation	- Education Services for Overseas Students Act 2000 - The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) - Standards for Registered Training Organisations (RTOs) 2015 - National Vocational Education and Training Regulator Act 2011 (NVR Act)
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10   Change History

Version Control	Version 6.1	
Change Summary	V1 30/07/2011	Overall review
	V2 20/08/2012	Overall review
	V3 27/02/2013	Overall review
	V4 25/09/2014	Overall review
	V5 25/02/2015	Updated VET standards, policy links and Department of Education
	V6 01/05/2017	Formatting
	V6 25/06/2019	Updated responsibilities
	V6.1 08/08/19	Applied new template, plus minor editorials, GMASQA Approved