



Attendance Policy

PURPOSE

The Atlantis College of Management (ACM) attendance policy is in support of the *ACM Monitoring Course Progress* policy aiming to identify students at risk of unsatisfactory course progress and further the policy supports the *Critical Incident* policy in identifying 'missing students'.

Trainers and/or Assessors will discuss assessments in almost every class. Assessment activities will take place during many classes. Because of this, it is mandatory that students attend and participate in the activities of every class.

Accurate records will be kept of each student's attendance of scheduled classes. Students are required to mandatory attend *20 nominal supervised hours* of their training course, face to face, per week during their enrolment with ACM.

SCOPE

This applies to processes for monitoring, recording and managing attendance.

DEFINITIONS

Course	a course of education or training as defined in the ESOS Act.
Critical Incident	<p>Critical incidents are not limited to, but could include:</p> <ul style="list-style-type: none"> • missing students • severe verbal or psychological aggression • death, serious injury or any threat of these • natural disaster • issues such as domestic violence, physical, sexual or other abuse; and • other non-life threatening events.
Nominal Supervised Hours (Contact Hours)	<p>Represent the supervised structured learning and assessment activity required to sufficiently address the content of each unit (acknowledging that progress can vary between learners).</p> <p>Nominal (supervised) hours are assigned to learning and assessment activities that are delivered via face-to-face, online and/or structured distance education.</p>
Study Period	a compulsory 'Term' of ten (10) weeks is considered a study period



Unsupervised hours (Contact Hours)	Unsupervised hours represent activities that contribute to achieving the course outcomes that are not supervised by an RTO trainer or assessor. These may include activities such as non-supervised work experience, field placement, private study and/or assignment work.
Unsatisfactory Course Progress	A student who has been assessed as not yet competent (NYC) in 50% or more of the units of competency attempted in a compulsory study period (one ACM term) is deemed to have not met satisfactory course progress requirements.





PROCEDURES

Compulsory Course Study Periods

A compulsory study period is defined as *one (1) ACM term (ten weeks)*.

For each academic year, terms one (1) comprises the first compulsory study period, terms two (2) comprise the second compulsory study period, terms three (3) comprise the third compulsory study period, and terms four (4) comprise the fourth compulsory study period.

Student Acceptance of Attendance as a Condition of Enrolment

When a student signs the *ACM Enrolment Offer and ACM Acceptance Agreement*, they confirm that they understand the terms and conditions that apply to their ongoing enrolment.

It is a mandatory requirement all students attend *20 nominal supervised hours* of their training course, face to face, per week during their enrolment with ACM.

Note any scheduled *unsupervised hours* attendance is not recorded as per the guidelines of this process.

Attendance List Rolls - Spreadsheets

Attendance details will be monitored and recorded during each class by use of an attendance list roll - spreadsheet.

Attendance list rolls are generated (MS Excel spreadsheet) by the Student Services Manager and/or Student Service Officer(s) and are to be maintained by the delegated trainers and/or assessors.

Trainer and/or Assessor responsibilities for monitoring, checking and recording attendance.

Trainers and/or Assessors are responsible for ensuring that they:

- have an attendance list roll - spreadsheet for each delegated, as per Timetable, class they teach
- accurately monitoring, record and save attendance details in the attendance list roll – spreadsheet for each enrolled student.

Procedure for Monitoring, Checking and Recording Attendance

Trainers and/or assessors must monitor, check and record attendance using the provided attendance roll – spreadsheet within fifteen minutes of the start of each hour of a class for each enrolled student.

A student must be in attendance at each of the scheduled occasions that the attendance was monitored and checked for a class in order to be recorded as having been in attendance for the class.



Collating Attendance Details

The Student Service Officer(s) are responsible for ensuring that all attendance rolls are completed and returned at the end of each teaching day.

The Student Services Officer(s) are responsible for collating student attendance details daily.

Student Notifying ACM of Absence(s)

Overseas students who cannot attend a timetabled and scheduled class are required to notify ACM in advance, as soon as practical, by telephone.

Students who are absent from class due to illness must provide a valid and certified medical certificate from a recognised medical practitioner which encompasses the date of the class which was not attended due to illness or compassionate and compelling circumstances.

Keeping ACM informed of address and contact details

As per *VISA Condition 8533 – Inform Provider of Address* Overseas students must always keep ACM informed of their address and contact details.

If a student changes address and contact details at any time during their period of enrolment at ACM, they must advise ACM within seven (7) days.

Failure to do so is a breach of Condition 8533 and may result in cancellation of a student visa by the Immigration Department.



RESPONSIBILITIES

- a) The RTO Manager has overall responsibility for the implementation and review of this policy
- b) Student Services Manager or Student Service Officer(s) are responsible for maintaining daily records on Attendance in the student management system (Wisenet) and providing Trainers and/or Assessors with current accurate Class Attendance Roll Lists – spreadsheets.
- c) Trainers and/or Assessors are responsible for monitoring, checking and recording attendance.

