

Attendance Policy and Procedures

NATIONAL CODE OF PRACTICE FOR PROVIDERS OF EDUCATION AND TRAINING TO OVERSEAS STUDENTS 2018 (CTH). STANDARD 8

1. Purpose

Overseas students are required to be enrolled in a full-time registered course to undertake the study. For VET courses, a full-time course is a minimum of 20 scheduled course contact hours per week, unless otherwise specified by ASQA. Students are also expected to progress through their course so that they complete the course within the nominated course duration. The National Code defines course progress as 'the measure of advancement within a course towards the completion of that course irrespective of whether course completion is identified through academic merit or skill-based competencies. When providing VET courses to overseas students, providers deliver training prior to the assessment to achieve skill-based competencies. Providers need to facilitate learning so that students can consistently apply knowledge and skill to the standard of performance required in a workplace. This policy is to assist in the management of the attendance monitoring process at Australian College of Management and Innovation.

1. Legislative Background

National code of practice for providers of education and training to overseas students 2018 (cth).standard 8

2. Scope

This policy applies to:

- All VET students enrolled or intending to enrol at Australian College of Management and Innovation. The standard study period in this policy refers to the one study term as per the intake schedule.
- All staff involved in training delivery, assessment, support, and administration.
- Any third parties delivering services on behalf of Australian College of Management and Innovation.

3. Policy Statement

Australian College of Management and Innovation expects that the students should attend all the classes within their course to facilitate optimum learning. However, if students have valid reasons for absence, a minimum of 80% of their course contact hours must be maintained.

Students must contact the college every time they will be absent prior to the regular class time, **via email from their registered email address or their appointed agent (if any)**

to Student Support Officers.

Students who do not advise the college of absences will be contacted/counselled by their trainer/student support officer or another nominated Australian College of Management and Innovation staff member.

Maintaining satisfactory attendance is a student visa requirement.

Class attendance is essential for students to progress satisfactorily in their course and to be deemed as genuine/bonafide students.

Non-attendance may lead to the cancellation of a student visa by Department of Home Affairs.

Australian College of Management and Innovation believes good attendance is important to achieve desired educational outcomes.

Australian College of Management and Innovation will, at a minimum, contact and counsel students who:

- have been absent for more than five consecutive days without approval; or
- are at risk of not attending at least 80% of the scheduled contact hours.

All written communication such as: copies of letters, emails and notices relating to attendance will be kept on the student file/Student Management System and student attendance is monitored daily by trainers and Student Support Officers. Student absences are tracked and monitored at the end of each week.

All absences due to illness should be accompanied by a medical certificate from a registered General Practitioner.

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