

Student Attendance Policy

Scope

This policy applies to all students of Atwea College and outlines the attendance requirements and how to notify Atwea College if they are unable to attend training or class sessions

Purpose

Atwea College is committed to giving students an opportunity to successfully complete their chosen course and provide support for individual circumstances when a student begins to disengage from their learning or when attendance is not consistent

Definitions

Attendance means attending scheduled face-to-face classes, online platform classes such as canvas and scheduled Zoom sessions

Audits means an audit or compliance audit undertaken by the VET Regulator

LMS means Learner Management System

Regulator means

- a) the National VET Regulator; and
- b) a body of a non

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Cancelling Training or Assessment

If a student cannot attend a class (face to face or online) or attend an appointment with the trainer, they can either:

- Call our office on 0249254200

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Continuous Absence

If a student has continual absences they will be considered by Atwea College to be 'at Risk' as their ability to complete their qualification may be compromised by non-attendance. Atwea College encourage students to call us. Atwea can then discuss any underlying issues that may be impacting on their attendance or the suitability of the training that they are undertaking. If the student wishes to continue the course, a Student Support member will work with them and their trainer/assessor to develop an individual engagement strategy taking into account the students specific needs. The Student Support member will then be in contact with them periodically to see how the student is going and if they need any additional support. Students are able to contact the Student Support Unit themselves during any stage of their studies to discuss any issues or problems that they may be facing which may affect their ability to attend classes or complete their qualification.

Atwea College Class Cancellations

From time to time, Atwea College may cancel a class or a scheduled workplace visit. This is usually due to trainer illness or emergency.

Where possible, Atwea will try to schedule another trainer, but if we cannot, we will:

- Send the student an SMS TXT, and
- Attempt to call the student

Atwea College policy is to let students know with as much notice as possible. However, there are occasions where Atwea may not be notified until the last minute of a cancellation.

On rare occasions, Atwea may need to cancel a number of classes and where this is the case, we will keep students informed of what is happening and how we will make up the missed classes.

Traineeships, Apprentices & SBAT's

Employer Obligations

An employer of an Apprentice or Trainee must ensure that the Apprentice or Trainee is given every opportunity to obtain the appropriate qualification

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Apprentice and Trainee Obligations

Apprentices and Trainees must make every effort to acquire the skills and knowledge they need to successfully complete their apprenticeship or traineeship by attending scheduled training delivery at Atwea College.

Process Map

No Process map required

Related documents , forms, and legislation

Student Support Policy

Student Handbook

Review

This policy review period is: 2 yearly

Publication Log

Common X Drive	Website
Student Lounge	Atwea LMS

Policy Owner	ACE Manger		
Review Panel	ACE Manager, Student Support Unit		
Approval Authority	Rowan Cox		
Date of Endorsement	5/05/2023	Next Review Date	5/05/2025
Risk Rating	Moderate	Version	1.0
Library Location	X\		