



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

# Procedure:

## (VET) Student Attendance

Effective: 12 December 2018

Audience: Students and Staff

Policy Category: Academic  
Policy Sub-category: VET

Key words:	attendance, monitoring, requirements
Procedure Owner:	VET CEO
Responsible Officer:	Course Program Coordinator (or equivalent)
Review Date:	12 December 2021

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## 1 PURPOSE

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- 1.1 The University is committed to maximising opportunities for student success and tracks student attendance to ensure participation in theoretical and practical components of Vocational Education and Training (VET) courses in order to support student progress and academic performance. The University expects that students attend all compulsory classes, site visits and placements on time and as scheduled; to engage with all learning materials, including those provided online.
- 1.2 This Procedure outlines the processes to record and monitor attendance and identifies consequences for students when attendance requirements are not adhered to.

## 2 SCOPE

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- 2.1 This Procedure applies to all compulsory classes, scheduled site visits and placements, including scheduled online delivery sessions.
- 2.2 The University recognises that where delivery is into remote locations, there will be some circumstances where this Procedure will not be applicable, such as when attendance is not possible due to employment demands.

## 3 RELATED DOCUMENTS

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- 3.1 This Procedure should be read in conjunction with the following documents:
  - 3.1.1 *General Regulations*
  - 3.1.2 *Clause 5.2eiii of the Standards for Registered Training Organisations (RTOs) 2015*
  - 3.1.3 *Procedure: Special Consideration*
  - 3.1.4 *Procedure: (VET) Student Progress*
  - 3.1.5 *Procedure: Student Grievance*
  - 3.1.6 *Policy: Students with a Disability*
  - 3.1.7 *Form: Student Attendance Record (VET)*
  - 3.1.8 *Form: Collaborate Attendance Report*

## 4 ATTENDANCE REQUIREMENTS – ADVICE TO STUDENTS

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- 4.1 Students are informed of course attendance requirements in a range of ways, including via:
  - 4.1.1 Interview prior to offer
  - 4.1.2 The VET Student Handbook
  - 4.1.3 Course Guide
  - 4.1.4 Marketing materials information
  - 4.1.5 Student orientation processes.
- 4.2 A course timetable of scheduled class and contact hours will be provided to students on commencement of their VET course.
- 4.3 Students are expected to attend all contact hours as stated in the course timetable, including any sessions delivered online.

## 5 MONITORING ATTENDANCE

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- 5.1** The trainer, assessor or workplace assessor will record attendance of each student in every scheduled face to face class using the ***Student Attendance Record***. This records the Qualification and unit code and title, date, time and duration of the session, location, trainer/assessor, and student names and signature of each, as well as details of any students who are late for class or absent from class.
- 5.1.1 Students who are present for a scheduled class will be marked as present
  - 5.1.2 Students who are more than 15 minutes late for a scheduled class will be marked as Late
  - 5.1.3 Students who are more than 30 minutes late or absent from a scheduled class will be marked Absent.
- 5.2** Student attendance for Blackboard Collaborate training is recorded through a ***Collaborate Attendance Report***. This records the Qualification and unit code and title, date, time and duration of the session, location, trainer/assessor, and student names. Students who do not attend Collaborate training as scheduled will be required to listen to the recording, and email their trainer once completed.
- 5.3** All attendance records, and student evidence of listening to the recording of Collaborate sessions are saved in the designated Student Records Folder.
- 5.4** Attendance records for workplace training are recorded by the workplace mentor and signed off by the Workplace/Clinical Facilitator.
- 5.5** If a student is absent from a scheduled class due to medical reasons, the student must provide to the Trainer and Assessor a medical certificate from a registered health provider to cover the period of absence within three (3) days of the absence occurring. The Trainer and Assessor will provide the medical certificate to the Administrative Officer for recording in *PowerPro* and in the student's file.
- 5.6** If a student is absent due to Compassionate and Compelling Circumstances beyond the student's control, the student must inform the Trainer and Assessor in writing with supporting documentation prior to, or as soon as possible following the absence occurring. The student should meet with the Trainer and Assessor to discuss the potential impact of the circumstances on their studies so that appropriate support and assistance that may be required to achieve satisfactory attendance can be provided.
- 5.7** Trainers and Assessors should liaise with the relevant Program Coordinator (or equivalent) to identify approaches for appropriate support requirements.
- 5.8** The University will assess individual student's circumstances on a case by case basis and, if a student has not completed all requirements for a Stage or Cluster, will identify appropriate strategies to ensure that requirements can be met before progressing to the next Stage in accordance with the *Procedure: (VET) Student Progress*.
- 5.9** Monitoring of attendance outcomes will be reported by the Trainer and Assessor at each monthly caseload meeting.
- 5.10** Trainers/Assessors will record the following documents/learning material as evidence of attendance and transfer of knowledge relevant to the curriculum of the Unit of Competency
- Attendance Report
  - Lesson Plan
  - Powerpoint or other learning material (minimum 5 slides/pages)

## 6 SPECIAL CONSIDERATION

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- 6.1** If a student has missed any assessment due dates because of non-attendance, or is not able to attend a compulsory requirement of a course (such as a practicum or clinical placement) due to Compassionate or Compelling Circumstances outside of their control, they may apply to the relevant Program Coordinator (or equivalent) for Special Consideration in line with the *Procedure: Special Consideration*.
- 6.2** Special Consideration will normally only be granted for specific periods that are temporary in nature. Students who are facing circumstances due to medical conditions that result in the need for longer-term support for course success should seek support through the University's Study Support Centre.
- 6.3** Applications for Special Consideration should be made using the Special Consideration Form and submitted to the relevant Program Coordinator (or equivalent) together with sufficient supporting documentation to evidence the circumstances under which Special Consideration is being sought.
- 6.4** Applications for Special Consideration should be submitted as soon as practicable following knowledge of, or occurrence of, the grounds for which the application is being sought.
- 6.5** Special Consideration may be granted to support a student's achievement of competence, and the type of accommodation granted will depend on each student's circumstances. Examples of accommodations that may be granted include, but are not limited to:
  - 6.5.1 allowing an extension of time to submit an assessment; or
  - 6.5.2 allowing extra time to complete hours required for clinical placements, practicums or other work integrated learning experiences; or
  - 6.5.3 providing a replacement or alternative assessment.
- 6.6** Special consideration will not normally be granted in circumstances where:
  - 6.6.1 appropriate supporting documentation has not been submitted with the application; or
  - 6.6.2 the grounds for the application are that the student has planned other commitments such as recreational travel; returning home; work commitments; a wedding, significant birthday or family celebration; or sporting or club commitments; or
  - 6.6.3 the grounds for the application are that the student has competing employment and/or study commitments outside of the University; or
  - 6.6.4 the grounds for the application are that the student has a lack of knowledge of the assessment submission requirements and/or placement requirements for the course.

## 7 STUDENTS AT RISK OF NOT MEETING ATTENDANCE REQUIREMENTS

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- 7.1** Students who are at risk of failing to meet attendance requirements and who have not been granted Special Consideration, will be contacted by the relevant Program Coordinator (or equivalent) via their University student email account advising them that they are at risk of not meeting attendance requirements.
- 7.2** A Student may be deemed to be at risk of failing to meet attendance requirements in instances where they:
  - 7.2.1 have missed assessment due dates because of non-attendance, or
  - 7.2.2 have not attended more than one scheduled class; or
  - 7.2.3 have missed a compulsory requirement of a course, such as a practicum or clinical

placement.

- 7.3 Students will be requested to attend an interview with the relevant Program Coordinator (or equivalent) to discuss their situation and identify any forms of assistance that may be required to achieve satisfactory attendance, and recommend an application for Special Consideration where appropriate.
- 7.4 Where a student is uncontactable, a formal record of this will be made on the student's file.
- 7.5 Where a student has not met attendance requirements, and has not been granted Special Consideration, or otherwise identified as needing assistance, they will be deemed Not Yet Competent in all units being undertaken in the current Stage of their Course.
- 7.6 Students who have been absent from scheduled classes for a period of four weeks or from one scheduled block study period will be counselled regarding their ability to continue the course.

## 8 DEFINITIONS

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8.1 The following definitions apply to this Procedure:

**Compassionate and Compelling Circumstances** are generally beyond the student's control and have an impact on the student's attendance, wellbeing or ability to meet the course expectations. These could include, but are not limited to:

- (a) Illness or injury, disability, impairment of incapacitation
- (b) Misadventure - such as a serious and unexpected event, for example an accident outside the student's control
- (c) Compassionate Grounds – such as death or serious injury of a close family member
- (d) Trauma - such as from being involved in a serious accident, witnessing or being the victim or a serious crime, unexpected loss of employment, family breakdown, serious disturbance in domestic arrangements, or a natural disaster
- (e) Compulsory community commitments, such as Military service obligations, religious commitments; jury duty or court/tribunal commitments
- (f) Aboriginal and Torres Strait Islander cultural obligations, for example allowing for funeral attendance and a grieving period.

**Stage** means discrete study periods or sections involving allocated numbers of Units of Competency that must be satisfactorily completed prior to progressing to the next stage.

**Student** means a student enrolled in a VET course at the University.

**University** means The University of Notre Dame Australia.

Version	Date of approval	Approved by	Amendment
1	12 December 2018	Vice Chancellor, following endorsement by Academic Council, 5 November 2018 and VETAS, 23 October 2018	Effective date - new Procedure.

2	21 May 2019	VET CEO	Minor changes to 5.2 and 5.3 to clarify attendance at Collaborate sessions; new section 5.4; clarification of records management at 5.10; updated nomenclature to remove Assistant Dean of Nursing.
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## 9 PROCESS SUMMARY

<b>Process Step</b>	<b>Responsibility</b>
<p><b>Student Advice on Attendance</b></p> <ul style="list-style-type: none"> <li>- Information on attendance requirements outlined via interview, VET Student Handbook, Course Guide, Website information and through Orientation week</li> <li>- Course timetable of scheduled class and contact hours provided to students on commencement of their VET course</li> </ul>	<p>Program Coordinator (or equivalent) or Trainer and Assessor</p>
<p><b>Attendance Monitored</b></p> <p><b>Classroom Training and Simulation</b></p> <ul style="list-style-type: none"> <li>- Student Attendance Record completed at each class and signed by each student</li> </ul> <p><b>Blackboard Collaborate Training</b></p> <ul style="list-style-type: none"> <li>- Collaborate Attendance Report (printed from BlackBoard)</li> <li>- Where a student did not attend Collaborate 'live' they must listen to the recording of the session and email their trainer when completed the following information:               <ul style="list-style-type: none"> <li>- Day, date and time they listened to the recording</li> <li>- Unit code and title, subtitle</li> <li>- Paragraph summarising the content</li> </ul> </li> </ul> <p><b>Work placement</b></p> <ul style="list-style-type: none"> <li>- Attendance noted in Work Placement document, and signed by mentor and verified by Workplace/Clinical Facilitator</li> </ul> <p><b>Recording Attendance</b></p> <ul style="list-style-type: none"> <li>- Attendance records must include all information listed in section 5.1 of this Procedure.               <ul style="list-style-type: none"> <li>- Qualification title and code</li> <li>- Unit/s delivered, name/s and code/s</li> <li>- Date of delivery</li> <li>- Time and duration of session</li> <li>- Location</li> <li>- Trainer/Assessor</li> <li>- List of all students in attendance</li> <li>- Student signature next to their name: or</li> <li>- Blackboard Attendance Report; or</li> <li>- Individual student - Student Overview for Single Course</li> <li>- Copy of lesson plan</li> </ul> </li> </ul>	<p>Trainer and Assessor</p> <p>Trainer and Assessor</p> <p>Workplace/Clinical Facilitator</p> <p>Trainers and Assessor</p>

- Section of power point (5 pages minimum)	
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<p><b>Student Absences</b></p> <ul style="list-style-type: none"> <li>- Provide Medical Certificate from registered health provider if absence is due to medical reasons, within 3 days of absence occurring</li> <li>- Inform relevant Program Coordinator (or equivalent) in writing with supporting documentation if absence is for compassionate and compelling circumstances beyond the student's control, as soon as possible</li> </ul>	<p>Student</p> <p>Student</p>
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<p><b>Special Consideration</b></p> <ul style="list-style-type: none"> <li>- If assessment due dates are missed or a student cannot attend a compulsory requirement of a course (such as a practicum or clinical placement) due to Compassionate or Compelling Circumstances outside of their control, they may apply to the Program Coordinator (or equivalent) for Special Consideration using the required form</li> <li>- Consideration of application whether to grant Special Consideration for specific periods that are temporary in nature</li> </ul>	<p>Student</p> <p>Program Coordinator</p>
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<p><b>Failure to meet attendance requirements</b></p> <ul style="list-style-type: none"> <li>- If a student has failed to meet attendance requirements and has not been granted Special Consideration, contact is made to discuss their situation and identify appropriate strategies to meet course requirements where possible.</li> </ul>	<p>Program Coordinator</p>
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