

## Academic

# Attendance Policy and Procedure

Version Control and Modification History Table				
Date	Version	Modification	Approval Authority	Approved & Published Date
23/11/11	1.0	New policy based on current policies	Toni Schammer	23/11/11
03/01/12	2.0	Modified	Toni Schammer, Gerald Lipman & Dr Ian Whyte	03/01/12
6/11/12	3.0	Addition to Changes to the Policy section	Gerald Lipman and Dr Ian Whyte	6/11/12
21/12/12	4.0	Change to attendance – 80% requirement – approved by out-of-session vote by Academic Board	Academic Board - edit Dr Whyte	21/12/12
7/5/2013	5.0	Update to include procedure re 80% attendance requirement	Toni Schammer, Dr Ian Whyte and Gerald Lipman	7/5/2013
25/7/2014	6.0	Update procedure for students on campus	Dr Ian Whyte and Mr Gerald Lipman	25/7/2014
08/02/16	6.1	Updated minor title changes	Dr George Brown	08/02/16
12/12/16	6.2	Change in title from 'Industry Training and Development' to 'Industry and Career Development'	Dr Ian Whyte	12/12/16
04/7/17	7.0	Revisions to accommodate introduction of CELCAT Attendance	Dr Ian Whyte & Mr Gerald Lipman	04/7/17
19/2/18	8.0	Minor update to notification of 80/20 per subject	Dr George Brown	19/2/18
20/11/19	9.0	Minor updates to National Code information	Dr George Brown	20/11/19
05/12/19	10.0	Information added in relation to the needs of Aboriginal and Torres Strait Islander peoples and their traditional cultural practices	Dr George Brown and Chief Executive	05/12/19

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<b>Date</b>	<b>Version</b>	<b>Modification</b>	<b>Approval Authority</b>	<b>Approved &amp; Published Date</b>
Jan 2020	10.1	Changes to position titles	Dr George Brown and Natalie Simmons	Jan 2020
April 2020	11.0	Changes to process for students advising ICHM of attendance issues	Dr George Brown and Natalie Simmons	April 2020
September 2020	12.0	Changes to attendance reporting	Dr George Brown and Natalie Simmons	September 2020

## 1 POLICY STATEMENT AND PURPOSE

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Although there is no requirement under the National Code of Practice 2018 to monitor students' attendance in Higher Education courses, there is a requirement under the National Code Standard 8 for providers to monitor course progress. ICHM considers attendance a vital aspect of the learning and teaching process and for students to effectively learn, students must attend class and Work Integrated Learning (WIL). Failure to attend class and WIL may compromise a students' ability to meet course progression and for international students, within the period of the student visa.

Please refer to the Assessment Policy and Procedure for information about attendance for exams etc.

## 2 SCOPE

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This policy applies to all ICHM students.

## 3 DEFINITIONS

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CELCAAT – A digital timetabling software system which provides student and staff timetables and also tracks attendance for scheduled classes/ events.

## 4 POLICY DETAILS

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*For students enrolled in face to face and online seminars/events*

ICHM will record and monitor all face to face student attendance using the CELCAAT attendance system. Online delivery attendance will be monitored via the online class listing spreadsheet.

Students who are studying face to face and online seminars are expected to attend all scheduled events, where applicable, unless attendance is specifically declared optional or a special exemption is approved by the Principal, Program Director Academic or delegated nominee.

A minimum attendance of 80% is expected for successful completion of each subject. Where a student does not meet these minimum requirements, the student will be contacted to determine if they wish to have additional support (see Procedure below).

ICHM will remain supportive and sensitive to the needs and cultural practices of Aboriginal and Torres Strait Islander peoples. For more information, please refer to the *Diversity, Equity and Inclusion policy*.

*For students on Work Integrated Learning*

To meet course requirements while undertaking Work Integrated Learning (WIL), students are required to meet all the assessment criteria and this includes students meeting the ICHM & host employer expectations regarding attendance/scheduled or rostered work.

Students are required to adhere to all attendance and timekeeping policies and procedures of the host property and start and finish their WIL on the dates as agreed with the host employer and the ICD Manager. Failure to attend scheduled/rostered work without any communication with the employer or the ICD Manager may be considered "Abandonment of Employment" by the employer and may result in a fail grade for the subject. Failure to adhere to the start and finish dates as agreed with the host employer and the ICD Manager may be considered "Abandonment of Employment" by the employer and may result in a Fail grade for the subject.

ICHM will remain supportive and sensitive to the needs and traditional cultural practices of Aboriginal and Torres Strait Islander peoples. For more information, please refer to the *Diversity, Equity and Inclusion policy*.

## **Procedure**

*For students on campus enrolled in face to face and online seminars/events*

Lecturers/ ICHM staff must record attendance (where required) using either the CELCAT scanning system or online class listing spreadsheet. The digital list of attendance is a legal record required for audit purposes. Attendance records are maintained weekly for each scheduled class/event and are available for audit on demand.

A student will be deemed 'Present' at a scheduled class/event when they have been scanned into the scheduled class/event up to 30 minutes before the commencement of the event or participated within the online environment.

A student will be deemed 'Late' to a scheduled class/event when they are scanned in 1 minute post commencement of the class/ event.

A student will be deemed 'Absent' from a scheduled class/event when they do not attend.

Where a student is going to be late or absent for a scheduled class/event they are required to act with the professionalism required within an industry setting and advise relevant parties of their absence in a timely manner prior to the commencement of the event. Where a student continues to be at risk of falling below 80% attendance for a subject the Registrar will contact the student and determine the appropriate action.

The Academic Committee will take attendance into account when determining the final results for a student. If attendance in a subject is below 80% this may impact the ability of a student to be eligible for a supplementary assessment where applicable.

*For students on Work Integrated Learning*

Students will:

- Start all scheduled/rostered shifts on time.
- Take only allocated breaks and return promptly to work.
- Contact the supervisor/workplace immediately if they are unable to attend a shift. Most properties require at least 2 hours notice, however this will be different between employers.
- Account for any absences to the supervisor. In cases of illness the student may be required to obtain medical certificates.
- Verify the attendance times and dates by keeping a record of all hours worked by the scheduled due dates, to the ICD Manager.
- Advise the ICD Manager of any absences requiring 7 or more days off.
- Advise the ICD Manager of any injury sustained at work, requiring any time off.

ICHM/ Host Employer:

- Employers are required to advise the Industry & Career Development Managers if a student is absent from work for medical reasons for more than one week or without explanation for more than 2 days.

- The ICD Managers will record the data from the submitted workplace hours on the WIL hours spreadsheet. The spread sheet records the total hours worked for the period and measures these hours against the total required for the placement.
- The ICD Managers will regularly monitor the hours that the student works to ensure the student is on track to complete the minimum hours.

**5 <OTHER SECTIONS AS RELEVANT – for example links to legislation etc >**

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Not Applicable.

**6 RESPONSIBILITIES AND AUTHORITIES**

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The Chief Executive Officer and Principal must approve any change to this Attendance Policy and Procedure.

**7 REVIEW**

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The Program Director Academic is responsible for the review of this policy on a 3 yearly basis.

**8 ACKNOWLEDGEMENT (if applicable)**

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Not applicable.

**9 APPROVAL**

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<b>ATTENDANCE</b>	
<b>Policy Owner</b>	Program Director Academic
<b>Version Number</b>	12.0
<b>Approval Authority</b>	Chief Executive Officer and Principal
<b>Approval Date</b>	September 2020
<b>Next Review Date</b>	September 2023