

## Attendance Monitoring Policy and Procedure – International Students

### Purpose

Purpose of this policy to ensure the compliance with Standard 8 of the ESOS National Code 2018. This Policy will help the CIT staff to have a documented process in place to monitor the attendance of students.

### Scope:

All international students and CIT Staff.

### Policy

CIT will not be reporting the students on the basis of the low attendance as CIT will be monitoring the course progress of students and reporting the students on the basis of unsatisfactory course progress. However, this policy will support the students in maintaining the satisfactory course progress. As, if the student attends the classes regularly, will have less probability of not meeting the satisfactory course progress requirements. Students will need to attend their classes, minimum 80% of the scheduled hours. The attendance will be monitored for each study period.

### Procedure:

1. Trainers/assessors will be provided with the attendance sheet.
2. At the end of the week all the attendance sheets are handed over to student support officer.
3. Student Support officer will be recording the attendance on the excel sheet.
4. The students are required to attend all sessions of scheduled hours. In case of compelling and compassionate circumstances, if the student misses any session, CIT will provide him/her opportunity to attend the extra session at no cost.
5. According to the National code 2018, “Compassionate or compelling’ circumstances are generally those beyond the control of the overseas student and which have an impact upon the overseas student’s course progress or wellbeing. These could include, but are not limited to:
  - serious illness or injury, where a medical certificate states that the overseas student was
  - unable to attend classes
  - bereavement of close family members such as parents or grandparents (where possible a
  - death certificate should be provided)
  - major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student’s studies; or traumatic experience, which could include:
    - involvement in, or witnessing of a serious accident; or
    - witnessing or being the victim of a serious crime, and this has impacted on the

- overseas student (these cases should be supported by police or psychologists 'reports)

Where the CIT was unable to offer a pre-requisite unit, or the overseas student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.

These are only some examples of what may be considered compassionate or compelling Circumstances. CIT will be assessing the circumstances on case by case basis by using its own professional judgement.

- The attendance will be monitored at the end of study period. If at the end of the study period, the student is found to have missing any session, the student will again be sent the notification and an appointment with the student support officer. In the notification the student will be provided with the details of absenteeism.
- Student will be required to meet the student support officer and request to allow him/her to attend the session within 10 days.
- If the student does not turn up within 10 days, student may not be able to complete the course within expected duration of the course.

**Please note:**

- Low attendance in the classes may trigger the early implementation of intervention strategy for the course progress.
- The attendance monitoring for students is used for supporting the students in achieving satisfactory course progress and not used for the purpose of reporting to the ESOS Agency/Department of Home Affairs.