

POLICY & PROCEDURAL STATEMENTS

Topic: RTO-Student Attendance & Withdrawal

Policy: Avenue Neighbourhood House @ Eley Inc. (ANH@E) is committed to ensuring the best educational outcomes for students to complete their training and successfully achieve the desired qualification/Statement of Attainment, whilst adhering to the requirements of funding bodies regarding participant attendance and withdrawal from government funded classes. This policy is designed to provide students with clear information about attendance requirements and the process for a student to withdraw/exit prior to course completion. This policy includes the procedures ANH@E has place to monitor student attendance and progress.

Definitions:

Attendance: the number of hours or percentage of time present in class to successfully complete the course and/or unit of competency, inclusive of all theory and/or practical components required. In order to complete the course work an 80% attendance rate is required for all of ANH@E nationally recognised training courses. Students are also required to arrive on time as late arrivals disrupt classes. Regular lateness and absences will affect satisfactory completion of class requirements, and may lead to a failure to achieve the necessary competencies of the course. These recommendations are included in the Student Handbook.

Withdrawal: to cease participation in a course of study due to illness or other compassionate or compelling circumstances that is negotiated on a case-by-case basis.

Punctuality: to arrive to class on time and be prepared to commence learning within designated class times.

Discontinuation of enrolment: the immediate release/removal of a student from a course including, but not limited to, when a student has

- demonstrated a continued disregard for course minimum requirements or the Student Code of Conduct, and/or
- improper or inappropriate behaviour (refer to Student Code of Conduct and Harassment and Bullying Policy).

Discontinuation of enrolment is a last resort consequence.

Attendance and progress monitoring:

1. Tutors are responsible for checking attendance rolls for each class. If an absence is noted, the tutor must check the *Absence Record –Accredited Courses Book* in reception.
2. For late arrivals and early departures, Tutors are responsible for recording the class arrival or departure time on the attendance roll.
3. If the absence is still unexplained, the Further Education coordinator must be notified. The Further Education Coordinator (or other RTO team member) will attempt to contact the student or agency to determine the reason for the absence/s. All such discussions and follow ups will be documented and filed in the student's admin folder.

4. In the ReFresh/Renew Program any of the follow up of absences will be undertaken by the Youth Worker.
5. If the Further Education Coordinator is unable to contact the participant the emergency contact person listed in the student admin file will be telephoned.
6. Students with an unexplained absence will be reminded of attendance requirements and the need to inform Avenue Neighbourhood House @ Eley Inc. if they are unable to attend class.
7. The Further Education Coordinator or Youth worker in all instances will keep tutors and Vettrak Coordinator informed of developments related to student absences.
8. Students who fail to attend class after 4 weeks unexplained absence will be withdrawn from the course.