

COURSE ATTENDANCE POLICY

(IN ACCORDANCE WITH H&H REGULATIONS)

Scope:

This policy has been developed to protect the interests and reputation of H&H Accredited Training ('the business') and refers to all students enrolled into an H&H classroom course. *This policy does not apply to traineeships and distance education students.*

Purpose:

Students who are enrolled in H&H classroom based courses are required to attend classes as outlined in the course induction and student confirmation letter. The delivery period for classes will be in accordance with the length of the course in which the student is enrolled.

Guidelines:

For students to progress and achieve competency in the enrolled classroom based course, they are required to meet satisfactory attendance outcomes. Classroom based courses have commencement and completion timeframes. These classes have guidelines to follow to enable each of the subjects to be given maximum support for all learning and assessment aspects of the course or qualification.

At H&H, students must attend a minimum of 80% of the scheduled course contact hours to meet the course requirements.

Courses that are based on a 6 month to 24 month period, have been structured to deliver each required unit that makes up the qualification within this timeframe. Non-attendance may have the student fall behind in their studies. When students telephone the college regarding their absence, the college staff member will communicate the message to the trainer/assessor and make a note in the AVETMISS compliant software.

The student will be provided an opportunity to make up the missed class with a subsequent group delivering the same qualification.

Trainers/assessors will ensure that the attendance sheet (printed by administration staff) is completed at the beginning of each study day. Each student must print their name and sign the attendance sheet, the trainer/assessor will verify the signature. Should a student be absent they will be sent a 7-day letter to contact the college and their absence is noted on the student database.

Any relevant notes regarding the student or their absenteeism is entered into the student database by the trainer.

Version Dates	Policy Version 1 approved 20 April 2011 / Policy Version 2 approved 11 December 2012 Policy Version 3 approved 18 April 2016 / Policy Version 4 reviewed 10 April 2018
Review Date	Version 4 will be reviewed as policies are updated
Approved by	CEO: Susan Ellis Hill General Manager: Kate Lovett
Relevant to	All staff; trainers and assessors; students

Risk Rating (Please highlight the appropriate risk level):

5 = High Risk

4 = Medium Risk

3 = Medium to Low Risk

2 = Low Risk

1 = Very Low Risk or N/A