
Attendance Monitoring Policy and Procedure

SCOPE:

This policy applies to all BIOT international VET and ELICOS students and BIOT staff who deal with all matters concerning VET and ELICOS.

POLICY

1. BIOT systematically monitors its ELICOS students' compliance with student visa conditions relating to attendance. BIOT will be proactive in notifying and counselling ELICOS students who are at risk of failing to meet attendance requirements.
2. BIOT will report ELICOS students, under section 19 of the ESOS Act, who have breached the attendance requirements.
3. BIOT must record the attendance of each ELICOS student for the scheduled course contact hours which are 20 hours/ week for each CRICOS registered course in which the student is enrolled.
4. ELICOS students must meet requirements for achieving satisfactory attendance, which at a minimum, requires overseas students to attend at least 80 per cent of the scheduled course contact hours.
5. This policy does not apply to the College's VET/ Vocational Education and Training students because the College implements the Department of Education and DIBP approved course progress policy and procedures for its vocational education and training courses.

PROCEDURE

Requirements:

1. BIOT systematically monitors students' compliance with student visa conditions relating to attendance. The College is proactive in notifying and counselling students who are at risk of failing to meet attendance requirements. The College reports students under Section 19 of the ESOS Act who have breached the attendance requirements.
2. BIOT must record the attendance of each student for the scheduled course contact hours for each CRICOS registered course in which the student is enrolled which is an ELICOS course.
3. For its ELICOS courses, the College must have and implement appropriate documented attendance policies and procedures for each course which must be provided to staff and students that specify the:
 - a. requirements for achieving satisfactory attendance, which at a minimum, requires overseas students to attend at least 80 per cent of the scheduled course contact hours
 - b. manner in which attendance and absences are recorded and calculated
 - c. process for assessing satisfactory attendance
 - d. process for determining the point at which the student has failed to meet satisfactory attendance; and
 - e. procedure for notifying students that they have failed to meet satisfactory attendance requirements.
4. For its ELICOS courses, the College's attendance policy and procedure must identify the process for contacting and counselling students who have been absent for more than five consecutive days without approval or where the student is at risk of not attending for at least 80 per cent of the scheduled course contact hours for the course in which he or she is enrolled (before the student's attendance drops below 80 per cent).
5. For its ELICOS courses, the College must regularly assess the attendance of the student in accordance with the College's attendance policy and procedure.
6. Where the College has assessed the student as not achieving satisfactory attendance for an ELICOS course, the College must notify the student in writing of its intention to report the student for not achieving satisfactory attendance. The written notice must inform the student that he or

she is able to access the College's complaints and appeals process as per Standard 8 (Complaints and Appeals) and that the student has 20 working days in which to do so.

7. Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the College, the College must notify the Secretary of Department of Education through PRISMS that the student is not achieving satisfactory attendance as soon as practicable.
8. For the ELICOS courses, the College may only decide not to report a student for breaching the 80 per cent attendance requirement where:
 - a. the student produces documentary evidence clearly demonstrating that compassionate or compelling circumstances (for example illness where a medical certificate states that the student is unable to attend classes) apply; and
 - b. that decision is consistent with its documented attendance policies and procedures; and
 - c. the registered provider confirms that the student is attending at least 70 per cent of the scheduled course contact hours for the course in which he or she is enrolled.

Procedure

1. Trainers are to print a relevant ELICOS class attendance sheet.
2. ELICOS students' attendance is recorded in a daily student attendance sheet by trainers.
3. The attendance sheets will be given to the VET Administration staff to be entered on BIOT's attendance calculation system every week.
4. Initially, all ELICOS students will have 100% projected attendance. Absences will be recorded by deducting initial full attendance.
5. At least every 2 weeks, the relevant VET Administration staff reviews the ELICOS students' projected attendance for the students' relevant study period. The study period is 20 weeks for the ELICOS courses. In calculating the projected attendance for ELICOS students who are enrolled less than the study period, the relevant course duration will be used.
6. Issuance of Warning Letters/ Unsatisfactory Attendance Intention to Report Letter:
 - a. STEP 1 - Projected attendance 90% or absent for more than 5 consecutive days without approval - A student will be sent an Initial Unsatisfactory Attendance Warning Letter to come for counselling.
 - b. STEP 2 - Projected attendance 80% - A student will be sent a Final Warning Letter and counselled.
 - c. STEP 3 - Below 80% projected attendance - A student will be sent an Unsatisfactory Attendance Intention to Report Letter (Students may be reported to the Department of Education through PRISMS)
7. The VET Administration staff sends warning letters and an intention to report letter to students who are falling under a relevant category. The warning letters and Intention to Report Letter will be sent students' addresses and email addresses.
8. If a student comes for a meeting scheduled for counselling, the student will be counselled by: Course Coordinator for a meeting related to the First Warning Letter and Final Warning Letter
9. A student may choose to access the College's Complaints and Appeals Procedures if he/she disagrees with the decision made by the College. This response must be made within 20 working days of receiving the intention to report letter.
10. The College will have the discretion to report or not to report a student to the Department of Education if the attendance percentage remains above 70%. However, the only exceptions to reporting attendance breaches will be if the College is satisfied that the student has a compelling or compassionate reason for falling below 80%. This evidence must be supplied by the student. (e.g. medical certificates or other documentation). Any student whose attendance is below 70% will be reported to the Department of Education. Students who do not supply evidence of reasons for absence will be reported to the Department of Education.
11. Students' warning letters and Intention to Report letters, records of conversation during counselling will be filed on the student files. Other steps such as contacting the student's agent

and/or student's parent may also be taken in these situations, if deemed necessary by the College's management.

Entering attendance of the students in the student management system:

Trainers can update attendance details through the Wisenet Trainer Portal. For information on:

- The Trainer Portal, see: [Trainer Portal: Main Page](#)
- How Trainer update attendance, see: [Trainer Portal: Enter attendance details](#)

Steps

<p>Step 1</p> <p>Open Attendance list</p>	<ol style="list-style-type: none"> 1. On the home page in the 'Classes' section, select the relevant date range you wish to view in the dropdown box 2. Click Attendance to the right of the relevant class
<p>Step 2</p> <p>Enter Attendance</p>	<p>Method 1: Record which students attended</p> <ol style="list-style-type: none"> 1. Tick each student that attended class 2. Click 'Edit selected clients' 3. On the 'Set all' dropdown list, select 'Accepted 100%' <p>Method 2: Record which students attended with precise times</p> <ol style="list-style-type: none"> 1. Tick each student that attended class 2. Click 'Edit selected clients' 3. On the 'Set all' dropdown list, select 'Accepted 100%' 4. You will be returned to the previous screen - tick the students that: <ul style="list-style-type: none"> ▪ Arrived late ▪ Left early ▪ Did not attend part of the class (eg. took an extended break, came back late from lunch, had to attend a doctor's appointment etc) 5. For students who: <ul style="list-style-type: none"> ▪ Arrived late or left early: overtype their Time In and / or Time Out fields as applicable ▪ Did not attend part of the class: tick 'Was client absent from class for a period of time?', In the drop down list select the relevant time period 6. Click 'Update clients'

Note:

- Use the 'Does Time In falls after a break or Time Out falls after a break' if applicable (eg. The client doesn't arrive until after lunch or doesn't return after lunch). Tick the check box and adjust their break time if required.
- You will be returned to the previous screen and the class roll will show the Class Attendance % and time in and out for each student.
- Absent Students - leave their attendance at Accepted 0% - you do not need to make any special action to mark them as absent