



## Course Attendance Policy

Westminster College is required to have a documented policy and process for monitoring and recording attendance for an overseas student.

By a standard default, Westminster College does not have to report attendance. However, they will monitor attendance as a condition of [National Code Standard 8](#). If an ESOS agency requires a VET provider to monitor attendance, it will notify the registered provider, and the minimum requirement for attendance is 80 per cent of the scheduled contact hours for the course.

Westminster College will assist students through an intervention strategy and process if they are not achieving satisfactory course progress, and if applicable, attendance before the overseas student's attendance falls below 80 per cent.

### Reporting Overseas Student Visa Holders

Westminster College must report overseas students who do not meet attendance progress.

If the registered provider has assessed that the overseas student is not meeting course progress or attendance requirements in accordance with its policies, the registered provider must give the overseas student a written notice of its intention to report. The registered provider also needs to advise the overseas student of their right to access the registered provider's internal complaints and appeals process within 20 working days.

Westminster College will maintain an overseas student's enrolment by only reporting a breach of course progress or attendance in Provider Registration and International Student Management System (PRISMS) if:

- The internal and external complaints processes have been completed and the breach has been upheld;
- The overseas student has chosen not to access the internal complaints and appeals process within the 20-working day period;
- The overseas student has chosen not to access the external complaints and appeals process; or
- The overseas student withdraws from the internal or external appeals process by notifying the registered provider in writing.

There are limited circumstances where a registered provider may decide not to report an overseas student for falling below 80 per cent attendance:

- For Westminster College if required to monitor attendance by the ESOS agency: the overseas student is still attending at least 70% of the scheduled course contact hours and is maintaining satisfactory course progress.

### Procedures

1. Attendance is to be recorded for every day for every student
2. Trainers are to place day dates on rolls
3. Trainers are to call out student names/numbers and record attendance under the appropriate day/dates

4. Students are never to handle or mark attendance rolls
5. Rolls must be returned to Administration after every day
6. Rolls must never be removed from College premises. For excursions use blank rolls and transfer attendance data.
7. Trainers are to initial the attendance for every day
8. Attendance is to be recorded as: / = partial attendance (1<sup>st</sup> roll call – in the first 10 minutes), \ = partial attendance (2<sup>nd</sup> roll call- in the last 10 minutes), × = full attendance (leave blank for any non-attendance)
9. Sick is only to be recorded if sick certificate is produced, otherwise record absence. Please attach certificate to the roll