



ATTENDANCE POLICY & PROCEDURE VOCATIONAL EDUCATION AND TRAINING (VET)

Introduction

The Australian Academy of Commerce (AAC) is committed to ensuring that student attendance is monitored and maintained for its Vocational Education and Training (VET) programs in accordance with the Standards for Registered Training Organisations (RTOs) 2015, Education Services for Overseas Students (ESOS) Act 2000 and National Code 2018, to ensure students receive essential guidance and resources for academic and personal success. This policy outlines AAC's approach to monitoring attendance, identifying students at risk and maintaining compliance with relevant regulations

Purpose

This policy aims to:

- Establish clear guidelines for monitoring and managing student attendance in VET programs.
- Ensure that students meet attendance requirements essential for their academic progression and course completion.
- Support students identified as at risk of unsatisfactory attendance through timely intervention strategies.
- Comply with the regulatory and legislative requirements for attendance monitoring and reporting.

Scope

This policy applies to all domestic and international students enrolled in AAC VET programs and AAC staff responsible for monitoring and managing attendance.

Policy Statement

AAC recognises the importance of consistent attendance in ensuring successful course outcomes, AAC requires student to attend a minimum of 80% of scheduled classes and training sessions to meet attendance requirements, Attendance is systematically recorded and monitored to identify students at risk of not meeting these requirements.

AAC will:

- Accurately record attendance for all classes and training sessions.
- Monitor attendance records regularly to identify students at risk.
- Implement intervention strategies for students with poor attendance.
- Notify international students of their unsatisfactory attendance and, if necessary, report breaches of visa conditions to the Department of Home Affairs (DHA) via PRISMS.

Definitions

At Risk	Failing more than 50% of units in a study period.
Intervention Strategy	A documented plan to assist students in improving course progress.
Satisfactory Course Progress	Achieving a competency in at least 50% of the units in a study period.



Study Period	One term of the course.
VET	Vocational Education and Training, a sector of education providing practical and skills-based training.

References

- ESOS Act 2000
- ESOS National Code 2018: Standard 8
- NVR Act 2011
- Standards for RTOs 2015

Related AAC Policies and Procedures

- Complaints and Appeals Policy and Procedure
- Course Progression and Risk Intervention Policy and Procedure
- Reporting International Students (PRISMS) Policy and Procedure
- Support for Students Policy and Procedure
- Student Code of Conduct

VET Attendance Procedure

1. Recording Attendance

Trainers and assessors will record attendance for each class/session in the Student Management System. Attendance data will be compiled and reviewed weekly by the Student Services Officer (SSO).

2. Threshold for At-Risk Students

Students with attendance below 85% during a monitoring period are identified as at risk and issued with a warning letter as per AAC's *Course Progression and Risk Intervention Policy and Procedure*.

3. Unsatisfactory Attendance

If attendance falls below 80%, intervention strategies will be implemented to support the student in improving their attendance.

3.1 Intervention Strategies

For students identified as at risk or with unsatisfactory attendance, AAC will:

- Arrange a meeting with the Director of Studies (DoS) and the student to discuss attendance concerns.
- Develop an intervention action plan, which may include:
 - Adjustments to the student's timetable.
 - Additional support, such as counselling or academic coaching.
 - Referral to student support services for non-academic challenges.
- Monitor the student's attendance closely and provide progress updates.



4. International Students

For international students, attendance requirements are linked to visa conditions. AAC is required to:

- Issue an *Intention to Report Letter* if an international student's attendance remains unsatisfactory (below 80%) after intervention efforts.
- Provide the student with twenty (20) business days to appeal the decision under AAC's *Complaints and Appeals Policy and Procedure*.
- Report students with unsatisfactory attendance to the Department of Home Affairs (DHA via PRISMS) if:
 - The appeal is unsuccessful, or
 - The student does not appeal within the specified period.

Roles and Responsibilities

Role	Responsibility
CEO	<ul style="list-style-type: none">• Oversee implementation and enforcement of AAC's VET Attendance Policy.• Ensure policy complies with regulatory requirements and aligns with AAC's strategies and goals.
Compliance Officer	<ul style="list-style-type: none">• Ensure alignment of AAC's Attendance Policy and Procedure with legislative and regulatory requirements, including the Standards for RTOs 2015.• Conduct annual reviews of the policy and processes for continuous improvement.
Student Services Officer (SSO)	<ul style="list-style-type: none">• Monitor attendance records and notify students at risk.• Arrange meetings with the DoS for intervention planning.
Directors of Studies ELICOS/VET	<ul style="list-style-type: none">• Oversee attendance monitoring and intervention implementation.• Approval and manage adjustments to student study plans.• Train academic staff on attendance monitoring procedures and the importance of accurate record-keeping.
Academic Staff	<ul style="list-style-type: none">• Accurately record attendance and follow up with students showing signs of poor attendance.• Refer students with attendance concerns to the Director of Studies (DoS) or Student Services Officer (SSO).
Students	<ul style="list-style-type: none">• Attend all scheduled classes and maintain a minimum of 80% attendance.• Inform AAC of any circumstances affecting attendance,• Participate in intervention strategies plans if required.

Monitoring and Review

AAC's VET Attendance policy is reviewed annually to reflect legislative changes and operational requirements.



Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
V1.0	Feb 2025	New policy for AAC	CEO	20 Feb 2025	Compliance Team	Feb 2026

Policy and Document Information

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