



Attendance monitoring and Academic Progress Policy (VET Only)

Purpose:

SELC has integrated attendance requirements, into the *Course Progress Policy and Procedure*, and requires students to physically attend and participate in a minimum of 70% of their contact hours (face to face) and 100% of their mandatory work placement hours (see Mandatory Work Placement Policy and Procedure), as part of their overall attendance and attain 50% attendance/completion for each unit of competency, as a part of achieving satisfactory academic performance. As such, student attendance is one of the key factors used by SELC, to identify at-risk students, to activate intervention strategies, to ensure successful completion of their qualification.

Student absence from college, is only valid for:

- Illness
- Misadventure
- Compassionate circumstances

If a student cannot attend class and/or mandatory work placement due to illness, misadventure or compassionate circumstances, relevant evidence will be required to include in their student file. Medical Certificates and/or evidence of misadventure, do not constitute attendance and will remain as absent on the database, with evidence to account for the absence.

At risk students, with unsatisfactory progress as a result of non-attendance on campus, which has directly impacted on their academic progress, will undergo intervention as outlined in the *Course Progress Policy and Procedure*.

Integrated Attendance Monitoring

Under Standard 8 in the National Code of Practice, SELC allows students to undertake no more than 25% of their total course by on-line learning. SELC does not enroll students in exclusively on-line units, in any compulsory study period. SELC vocational courses integrate two or more the following modes, that require attendance monitoring:

1. Face to face classes
2. Integrated online learning
3. Mandatory work placement hours, for log book for course completion as stated on CRICOS

The following chart outlines the attendance monitoring required per qualification:

Qualification	Face to face (per week)	Integrated Mandatory Work Placement (per course)	On line (per week)
CHC30113 Certificate III in Early Childhood Education and Care	75%	160 hrs	25%
CHC50113 Diploma of Early Childhood Education and Care	75%	320 hrs	25%
BSB30415 Certificate III in Business Administration	75%	0	25%
BSB50215 Diploma of Business	75%	0	25%
BSB42015 Cert IV in Leadership and Management	75%	0	25%
BSB51915 Diploma of Leadership and Management	75%	0	25%
BSB61015 Advanced Diploma of Leadership and Management	75%	0	25%
BSB41515 Cert IV of Project Management	75%	0	25%
BSB51415 Diploma of Project Management	75%	0	25%
BSB61215 Advanced Diploma of Program Management	75%	0	25%
SIS30315 Certificate III in Fitness	80%	0	20%

SIS40215 Certificate IV in Fitness	80%	0	20%
SIS50115 Diploma of Sport and Recreation Management	80%	0	20%

Attendance Monitoring Procedure - Face to Face

SELC students are monitored to ensure that they attend for a minimum of 50% for each unit of competency, on campus as follows:

- Students are attached to a class in the database
- The attendance sheets are manually generated at the beginning of each term for 10 weeks, and placed in the Trainer Folder per class
- Trainers to mark the attendance, for both face to face learning and integrated e-learning every week
- Trainer signs off on the accuracy of student attendance and submits the attendance sheet to VET Coordinator (industry specific) to monitor, and forward to the VET Administration Manager, to enter the data into the database
- The hard copy of the attendance records, are kept in a filing cabinet, in the offices of each VET course. The attendance is entered into the student database and is sourced there, when referring to a particular student.

Where SELC students have integrated mandatory work placement as part of the delivery and assessment, attendance in face to face classes and submission of pre-requisite, formative and/or summative assessment are compulsory prerequisites to demonstrate readiness, to undertake practice and summative assessment in the relevant host industry organisation.

Attendance Monitoring Procedure – Mandatory Work Placement

SELC student attendance during mandatory work placement is monitored and recorded as part of the attendance requirement, for satisfactory academic progress. Mandatory Work Placement requires 100% attendance and any missed days will need to be made up. SELC trainers will assess students during the allocated mandatory work placement hours in the host organisation.

Students are required to fill in the start and end times of each mandatory work placement session and this must be signed off by the host industry organisation supervisor. The process is as follows:

- Students must complete the *Student Workplace Attendance Record* included in mandatory work placement documents, with the exact time that they start and finish their placement each day (with no more than 8 hours a day being recorded).
- The host industry supervisor will sign to confirm the hours the student attended the mandatory work placement each day
- The *Student Workplace Attendance Record* must be attached to the assessment, when submitted to the reception at SELC City Campus, by the due date
- The trainer informs the VET Coordinator if there is evidence that a student has failed to attend the mandatory work placement hours
- The *Student Workplace Attendance Record* will be maintained, in the student file for future reference where required

Attendance Monitoring Procedure – Integrated Online Learning

SELC student evidence of time spent undertaking integrated on-line learning, is monitored to ensure that the minimum required hours per week demonstrate compliance with Standard 8 National Code of Practice and successful academic progress. SELC has adopted an integrated online learning platform that provides the required learning materials, summative assessment and formative assessments that students must undertake as part of their integrated learning strategy.

Moodle:

- Trainers and students have access to the research and activities, that students must complete each week in the schedule of learning, as identified in the Trainer's Guide
- Each activity and research task has a duration assigned, that equates to time spent undertaking integrated on-line learning and provides evidence of hours per week allocated for integrated online learning
- Successful completion of all set assignments will be recorded at the end of each module and the hours recorded for entry onto the student database
- Non-submission or non-completion of assigned tasks, will be recorded as Not Yet Competent/Unsatisfactory/0 and deemed as evidence that a student has failed to undertake the required integrated online learning research and assessment submission. The VET Coordinator will follow up as per intervention strategy guidelines outlined in the *Course Progress Policy VET*
- Incomplete assigned tasks will be recorded as Not Yet Competent/Unsatisfactory/0 and deemed as evidence that a student has failed to undertake the required integrated online learning research and assessment submission. The VET Coordinator will follow up as per intervention strategy guidelines outlined in the *Course Progress Policy VET*
- Trainers will monitor each student's online learning hours, and advise students if their hours online are not enough to achieve course progress.

Integrated Attendance Monitoring to Identify At-Risk Students

In Week 10 of each teaching period/term for Early Childhood Education and Care, and Fitness Courses and Week 9 of each teaching period/term for Business Courses, SELC administration provides the VET Coordinator, with a database student attendance report, which provides the total student hours per student integrating all of the following:

- Face to face classes
- Mandatory work placement (where required)
- Integrated online learning

At risk students identified as below 70% attendance **and** non-submission of assessments in the report will be scheduled for intervention strategy and/or reporting on PRISMS with process as specified in *Course Progress Policy VET*.