

## **ATTENDANCE POLICY**

### **ATTENDANCE REQUIREMENTS**

A minimum number of hours must be completed for all students to successfully complete the training. We require all students to complete:

1. 80% of all training hours; and
2. Achieve a satisfactory result in all assessment tasks.

Once this has been completed, satisfactory attendance has been achieved.

### **ABSENCE**

If absent from the day of the course and a fee free alternate day is to be provided, the student must notify us by phoning or emailing the office prior to course commencement.

If a student is absent from any course being of more than 1 day's duration, an alternate course is to be made available for the student to undertake catch – up day/s at a time and date acceptable to the student and must be within 3 months of the initial enrolment.

If the student does not accept this placement within the 3 month period a new enrolment will be required. (No refund is applicable in this instance).

### **FAILURE TO ATTEND**

Failure to attend will jeopardise successful completion of the course and may affect any application for refund.

### **LATENESS TO CLASS**

1. Lateness to class on any day is not acceptable;
2. When students are delayed from arriving on time, they must notify the trainer by text or phone to inform of delay; and
3. We expect that all students will be in the room on time after breaks throughout the day.

### **ATTENDANCE RECORDS**

Records will systematically be maintained for students on a registered course.

### **ATTENDANCE RECORDING INSTRUCTIONS**

To properly complete an attendance record whereby the student has not attended on a given day the following is to be completed in the under the notes heading, on the attendance record:

If the person who is late or away, the following should be recorded:

- Who rang to let us know;
- What time they person rang (must be recorded to indicate whether it was after or before start time;
- If it was someone calling on behalf of the learner, who that person was.

1. Whether the person gave a reason or not  
If they gave a reason, what the reason was.
2. If they leave early  
Write down WHY, WHAT TIME and WHO gave them permission.