

Box Hill Institute

QMS Online

Section: 2. Client Engagement System

Page: Student Attendance

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Student Attendance

<p>Box Hill Institute expects students to participate in all scheduled classes and blended learning assessment and activities to optimise their potential for success.</p> <p>In a number of regulatory and legislative circumstances, Box Hill Institute must monitor student attendance in order to comply with the requirements of external bodies.</p>	
<p>Attendance requirements and recording</p> <p>Teaching Centre Handbook and Unit Outlines provided to students must provide details of attendance requirements, reasons for these requirements, the importance of attendance requirements and potential consequences of non-attendance.</p> <p>Teachers must explain attendance requirements to students at the commencement of the course, and record and monitor student attendance for each unit they teach in the official roll in accordance with the Guidelines for Recording Student Attendance linked below. This roll must be kept in the Centre's designated repository for attendance rolls so that it is accessible at all times. Where the Teaching Centre has been approved to use the CELCAT Attendance Software, this will provide the roll and evidence of participation.</p> <p>For e-learning physical attendance in a classroom is not required. Student engaged in e-learning activities is recorded in the BHI learning management system. This information is accessible at all times. All students are responsible for regular attendance at scheduled classes and meeting the requirements as provided in the Centre Handbook and for any specific attendance legislative requirements (see special categories below).</p>	Teachers Students
<p>Attendance and student progress</p> <p>Teachers will counsel students where their progress is being negatively affected or they are at risk of non-completion of the assessment requirements within the duration of the course.</p> <p>If there are reasons for student absence and their progression is being negatively impacted by this, teachers will advise students that they can apply for special consideration on the Special Consideration Application Form available from Student Administration and may engage support from Student Support Services.</p>	

<p>Students who have been absent from class for a period of four (4) weeks without notifying the teacher, or any shorter period period of time as prescribed in the Centre Handbook, must be contacted by an appropriate representative of the Teaching Centre.</p>	
<p>Additional requirements for apprentices and trainees attending the Institute</p> <p>In addition to the requirements above, the following specific requirements apply to Apprentices and Trainees:</p> <p>If an apprentice is absent on a scheduled day of training at Box Hill Institute contact will be made with the employer to notify the employer and if possible, ascertain the reason for the absence. Contact with the employer is to be made within 48 hours after the absence on the scheduled day of training.</p> <p>Extended absences: The reason for extended periods of absence is determined in consultation with the apprentice and their employer.</p> <p>A report in writing is to be made within 2 weeks to the Skills Victoria Apprenticeship Administration Branch or their Apprenticeship Field Officer of any situation where the absence has the potential to affect the apprentice's performance. Where an Apprentice's is at risk of not completing the off-the-job component of the training contract within the agreed timeframe, the Apprentice in consultation with the employer must apply for an extension to their training contract. The application for the extension must be undertaken 3 months prior to the scheduled completion date.</p>	
<p>Additional requirements for inbound International Students</p> <p>In addition to the requirements above, Inbound International Students are responsible for meeting the attendance requirements of their student visa. Attendance will be monitored over the length of each study period in accordance with the Policy for Monitoring Progression.</p>	

Link: [Guidelines for Recording Student Attendance](#)