



Monitoring Attendance

Australian College of Commerce and Information Technology will systematically monitor students' attendance. Australian College of Commerce and Information Technology will be proactive in notifying and counselling students who are at risk of failing to meet attendance requirements of the college. Australian College of Commerce and Information Technology may cancel student enrolment as per standard 9 of the national code 2018 if student is not maintaining satisfactory attendance as per this policy.

Australian College of Commerce and Information Technology will record the attendance of each student for the scheduled course contact hours for each CRICOS registered course in which the student is enrolled which is accredited vocational and technical education course.

For an accredited vocational and technical education course, Australian College of Commerce and Information Technology has an attendance policy and procedure for each course which will be provided to staff and students that specify the:

- a) requirements for achieving satisfactory attendance, which at a minimum, requires overseas students to attend at least 60 per cent of the scheduled course contact hours;
- b) manner in which attendance and absences are recorded and calculated;
- c) process for assessing satisfactory attendance;
- d) process for determining the point at which the student has failed to meet satisfactory attendance;
and
- e) Procedure for notifying students that they have failed to meet satisfactory attendance requirements.

For an accredited vocational and technical education course, this attendance policy and procedure will identify the process for contacting and counselling students who have been absent for five consecutive days without approval or where the student is at risk of not attending for at least 60 per cent of the scheduled course contact hours for the course in which he or she is enrolled (i.e. before the student's attendance drops below 60 per cent).

For an accredited vocational and technical education course, Australian College of Commerce and Information Technology will assess the attendance of all students at a minimum of four (4) weeks and a maximum of one term (9 weeks) timeframe.



Where Australian College of Commerce and Information Technology has assessed the student as not achieving satisfactory attendance for an accredited vocational and technical education course, Australian College of Commerce and Information Technology will notify the student in writing of its intention to cancel student enrolment. The written notice must inform the student that he or she is able to access Australian College of Commerce and Information Technology complaints and appeals process and that the student has 20 working days in which to do so.

Where the student has chosen not to access the complaints and appeals processes within the 20-working day period, withdraws from the process, or the process is completed and results in a decision supporting the registered provider, the registered provider must notify the Secretary of DHA through PRISMS that the student is not achieving satisfactory attendance as soon as practicable.

For an accredited vocational and technical education course, Australian College of Commerce and Information Technology does not report the student for not maintaining satisfactory attendance requirement but may cancel student enrolment. Cancellation of student CoE (under the standard 9 of the national code 2018) may not occur where:

- a) the student records clearly indicate that the student is maintaining satisfactory course progress; and
- b) The registered provider confirms that the student is attending at least 60 per cent of the scheduled course contact hours for the course in which he or she is enrolled.

Attendance recording procedure

1. Trainers complete attendance records at ACCIT Moodle;
2. Trainers complete results records in ACCIT Moodle;
3. Australian College of Commerce and Information Technology collects Attendance Records from ACCIT Moodle every fortnightly.
4. Australian College of Commerce and Information Technology collects Results Records at conclusion of unit/ module unit; and
5. Australian College of Commerce and Information Technology enters records into electronic database (star)



5 day consecutive or irregular attendance absence without approval

ACCIT contacts and counsel students who have been absent in class for five consecutive days without approval; or are at risk of not attending for at least 60 per cent of the scheduled course contact hours. If it is found that the student is absent for more than 5 consecutive days he will be sent a warning e-mail from ACCIT

Procedure for sending warning letters/e-mails

Warning e-mail

If students are absent for more than 5 consecutive days, ACCIT will send them warning via email notifying them of this. Students must attend a counselling meeting with the Student service officer or a designated person at the college within 10 working days from the date of issuance of such email.

First warning Letter

If a student is identified a risk of falling below 80% attendance in any study period, first warning Letter will be sent as a reminder to advise the student that he/she is at the risk of not maintaining satisfactory attendance. First warning letter will be sent well before the student's attendance falls below 80%. Student will be asked to come for counselling session with DOS within 10 working days to discuss the situation. Student must provide evidence of absences from the class.

Second warning Letter

Following the First Warning letter, if a student is identified a risk of falling below 70% attendance in any study period, the second warning Letter will be sent as a reminder to advise the student that he/she is at the risk of not maintaining satisfactory attendance. Student will again be asked to come for counselling session with DOS within 10 working days to discuss the situation. Student must provide evidence of absences from the class.

Final warning Letter

If a student has made no attempt to rectify the situation within 2 weeks of first warning letter or attendance is falling below 60%, Final warning letter will be sent. The student must contact the College to meet with DOS as he/she is now being in danger of not being able to maintain satisfactory attendance. Student is required to attend a meeting with DOS. Student must bring any Medical Certificates or supporting evidence for your absences to the meeting.

If the attendance improves and student maintains satisfactory attendance (60%), no action will be taken but this information will be kept in the student file and the attendance will continue to be monitored by the DOS on regular basis.



Intention to cancel enrolment under standard 9 of the national code:

However, if there is no improvement in the attendance and the student has made no effort to contact College to resolve this issue or if student has no valid reason for his/her absences, then the ACCIT will have no option but to cancel student enrollment to the Department of Home Affairs (DHA).

The student will be informed that they have 20 (Twenty) working days within which to appeal to ACCIT. If the appeal is not upheld or if the student withdraws from the appeal process, then ACCIT must cancel student enrolment to DHA. All copies of correspondence will be kept in the student's file.

The DOS follows-up the cancellation letter with a phone call and a counselling session. The student needs to appeal through the Internal Appeal Process and in the event of not being successful; the student has an opportunity to use the External Appeal Process. If the External appeal is unsuccessful the student's enrolment will be cancelled to DHA via PRISMS. ACCIT makes an electronic entry and files copies in the student's file.

However, ACCIT may decide not to cancel student enrolment, if a student attendance is at least 50% and has maintained satisfactory course progress i.e. been passing at least 50% of the units studied in each academic study period.