

Monitoring Attendance

The purpose of this policy is to ensure The Australian Institute of Hospitality and Trade systematically monitor students' compliance with student visa conditions relating to attendance. Registered providers report students, under section 19 of the ESOS Act, who have breached the attendance requirements.

The Australian Institute of Hospitality and Trade will monitor, record and assess the course attendance of each student for the course in which the student is currently enrolled.

The Australian Institute of Hospitality and Trade will assess each student's attendance at the end of each week to check if students are either at risk of falling below 80% or have in fact fallen below 80%.

During the orientation programme, all students are informed of the student visa condition relating to course attendance. Under the Attendance Policy, a student has breached the policy if the student has not successfully maintained an attendance above 80% over the duration of the program, they are enrolled in.

The Australian Institute of Hospitality and Trade will record the attendance of each student for the scheduled course contact hours for each CRICOS registered course in which the student is enrolled. This will include any accredited vocational education and training courses.

The Australian Institute of Hospitality and Trade will provide, to staff and students, a policy and procedure that specify the:

- a. requirements for achieving satisfactory attendance, which at a minimum, requires overseas students to attend at least 80 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.

The Australian Institute of Hospitality and Trade will contact and counsel students who have been absent for more than five consecutive days without approval or where the student is at risk of not attending for at least 80 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 80 per cent).

The Australian Institute of Hospitality and Trade will regularly assess the attendance of the student in accordance with the registered provider's attendance policies and procedures.

The Australian Institute of Hospitality and Trade will notify the student in writing of its intention to report the student for not achieving satisfactory attendance in their course.

Australian Institute of Hospitality and Trade will inform student in writing that he or she is able to access the registered provider's complaints and appeals process as per Standard 8 (Complaints and appeals) 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 Australian Institute of Hospitality and Trade, The Australian Institute of Hospitality and Trade will notify the Secretary of the Department of Education through PRISMS that the student is not achieving satisfactory attendance as soon as practicable.

For the vocational education and training courses The Australian Institute of Hospitality and Trade will only decide not to report the student for breaching the 80 per cent attendance requirement where:

- a. that decision is consistent with its documented attendance policies and procedures, and
- b. the student records clearly indicate that the student is maintaining satisfactory course progress, and
- c. the registered provider confirms that the student is attending at least 70 per cent of the scheduled course contact hours for the course in which he or she is enrolled.