

## ATTENDANCE POLICY AND PROCEDURE

### 1. Purpose

- 1.1. This policy governs the attendance and academic course progress requirements of international students in DNA Kingston Training Vocational Education Training Courses (VET).

### 2. Policy scope

- 2.1. This policy applies to International Student Visa Holders enrolled within all vocational education and training programmes offered by DNA Kingston Training.
- 2.2. This policy applies DNA Kingston Training International students studying onshore at the Belmont College. An international student is a student studying in a CRICOS registered course at DNA Kingston Training on a student visa. It does not apply to temporary residents on other types of entry visas. Vocational education and training (VET) courses of study enrolled with DNA Kingston Training at the date of this policy, do not have a condition on registration to monitor the attendance of international students in VET courses. However, as the training in Dental and Health Care is very practically orientated for students to successfully achieve “strategy for educational success” they are required to attend all scheduled classes to ensure successful achievement. Work experience arranged for Students requires 80% attendance. Student’s attendance will be monitored along with course progression.

### 3. General

- 3.1. Students must make themselves familiar with the requirements on attendance and course progress prior to commencement at the Orientation.

### 4. Attendance

- 4.1. Attendance at scheduled classes is a known “Strategy for Education Success”. Whilst there are no specific attendance requirements for VET International Students, students should be aware that attendance in classes, and active participation, is one of many key indicators in determining the successful course progression of an international student. Therefore, attendance of all international students will be monitored and recorded as per usual practice by lecturing staff Morning and Afternoon.

### 5. Course Progress

- 5.1. DNA Kingston Training will monitor, record and assess the academic performance of all international students to ensure they are given every opportunity to achieve the required satisfactory academic progress for each unit of the course they are enrolled in. Academic progress is reviewed each study period. DNA Kingston Training is required to report an international student via Provider Registration and International Students Management System (PRISMS) to the Department of Home Affairs if the student has been assessed as not achieving satisfactory course progress.

- 5.2. Satisfactory course progress is defined as:
- Vocational Education & Training (VET) successful competency in 70% or more of enrolled units of competency within each study period.
- 5.3. Should a student be identified as being 'at risk' of unsatisfactory course progress students will be placed on an intervention strategy (with an Individual Training Plan). The intervention strategy is designed to support the international student to successfully continue their studies and complete in the timelines required.
- 5.4. International students are encouraged to contact or speak with their lecturers or support staff, if they are experiencing difficulties in their studies at the earliest possible opportunity. Upon receipt of receiving a notification that you are maintaining unsatisfactory course progress, or have been identified as potentially being 'at risk' students should act on the advice in the letter and seek support and appointment with relevant staff and Lecturer.

## 6. Monitoring course progress

- 6.1. Lecturing staff will use a variety of assessments to deem whether a student is 'at risk' of, or is making unsatisfactory progress. These may include, but are not limited to the review of:
- The student's attendance record
  - Class participation
  - Late submissions of assignments
  - Resubmissions
  - Requests for extension of class work or assignments
  - Requests for additional help with assignments or class work
  - Feedback from other lecturers
  - Not yet competent or fail grades on assignments
  - English ability or ability to articulate their message
  - Log in records of DNA Kingston Training systems
  - Results of assignments and units/subjects
- 6.2. If a student is identified as not making satisfactory course progress or 'at risk of' (as per policy requirements) students may be put on an Intervention Strategy (See Policy on Web Site).
- 6.3. If the student is identified before the end of the study period, the program area will make contact with the student, including sending a Warning Letter to enable a meeting to be scheduled and an Intervention Strategy to be put into place with the student's acceptance. This will be done as early as possible and practicable. Lecturers are to continue to monitor the academic progression of the student and review their results at the end of the semester.
- 6.4. DNA Kingston Training must then notify the student of its intention to report the student to the Department of Home Affairs for unsatisfactory progress. DNA Kingston Training will issue the student with a letter of intention to report for unsatisfactory progress (warning letter) informing the student of their breach, and that he/she is able to access Students can access the complaints and appeals process (Policy on web site) and the student has 20 working days in which to do so.

## 7. Appeals

- 7.1. Students have the right to appeal a decision about their attendance or course progress.
- 7.2. Students can refer to complaints and appeals on the web site for further detail.

<b>Kingston Training and Employment Pty Ltd</b>  <b>Provider No: 6811 CRICOS Provider No: 02899B</b>	
<b>Policy Title</b>	Attendance Policy and Procedure
<b>Policy Renewal</b>	Every 2 years
<b>Responsibility</b>	Compliance Manager

### Record of updates and changes

Version No.	Issue Date	Nature of Amendment
Version 01		Materials Designed
Version 05	January 2014	Updates
Version 06	July 2014	Changes to format & minor changes
Version 07	April 2018	Updates in compliance with changes to the National Code Standard 11
Version 08	March 2019	Updated to latest regulations, added links
Version 09	July 2022	Attendance percentage adjusted , general review