



**VIITE**  
Victorian International Institute  
of Technical Education  
RTO No. 22452 | CRICOS: 04136G

[www.viite.edu.au](http://www.viite.edu.au)

1300318747

[enquiries@viite.edu.au](mailto:enquiries@viite.edu.au)

Melbourne, Sydney, Gold Coast



# Victorian International Institute of Technical Education

## VIITE PPI6 Attendance Policy and Procedure



## Contents

|   |   |
|---|---|
| 1. Table of Reference.....  | 2 |
| 2. Purpose.....   | 3 |
| 3. Scope.....   | 3 |
| 4. Policy.....  | 3 |
| 5. Responsibilities.....  | 3 |
| 6. Attendance requirements.....   | 3 |
| 7. Compulsory Attendance for Automotive Workshop Sessional & Practical Assessments..... | 4 |
| 8. Orientation.....   | 4 |
| 9. Procedures - .....   | 5 |
| 10. Academic Warning Letters & Intention To Report.....                                 | 5 |
| 11. Implementation and Responsibility.....  | 6 |
| 12. Version Revisions.....  | 6 |
| 13. Review Date.....  | 6 |



## 1. Table of Reference

|                             |   |
|-----------------------------|---|
| <b>Distribution</b>         | All staff and students  |
| <b>Related Entities</b>     | <ul style="list-style-type: none"> <li>Victorian International Institute of Technical Education</li> </ul>  |
| <b>Related Documents</b>    | <ul style="list-style-type: none"> <li>VIITE_PPI13_Course_Progress_Policy_and_Procedure_V.3_2024</li> <li>VIITE_PPI23_Students_Complaints_and_Appeals_Policy_and_Procedure_V.3_2024</li> <li>Students Complaints and Appeals Form</li> <li>Intervention Strategy Academic Action Plan</li> <li>First Academic Warning letter for unsatisfactory course progress</li> <li>Second Academic Warning letter for unsatisfactory course progress</li> <li>Warning letter of Intention to Report for Unsatisfactory Course Progress</li> <li>Student Handbook – International</li> </ul> |
| <b>Statutory References</b> | <ul style="list-style-type: none"> <li>National Vocational Education and Training Regulator Act 2011</li> <li>Standards for RTO's 2015</li> <li>National Code of Practice 2018 Standard 8</li> <li>ESOS Act 2000</li> </ul>   |
| <b>Legislative Context</b>  | <ul style="list-style-type: none"> <li>Commonwealth Human Rights and Equal Opportunity Commission Act 1986</li> <li>Commonwealth Disability Discrimination Act 1992</li> <li>Commonwealth Disability Standards for Education 2005</li> </ul>  |

## 2. Purpose

This policy document has been developed to ensure Victorian International Institute of Technical Education (VIITE) has appropriate systems in place to monitor students' attendance and course progress during their enrolment.

## 3. Scope

This policy applies to all the students studying at Victorian International Institute of Technical Education.

This policy covers the requirements enabling students to complete their studies within the expected duration specified on their Confirmation of Enrolment (CoE). The duration of the course as specified on the student's CoE will never exceed that registered on the CRICOS register.

## 4. Policy

VIITE will implement the requirements and procedures for this Attendance Policy and Procedures with monitoring and reporting student attendance meeting necessary legislative requirements while aligning with the Course Progress Policy and Procedure.



## 5. Responsibilities

The RTO Manager in conjunction with the relevant parties will ensure all requirements of this Policy and Procedure are met and to maintain standards across all areas of operations, and that all staff and students adhere to VIITE's Policies and Procedures.

## 6. Attendance requirements

Though attendance is not compulsory for VET course students we encourage students to maintain the **minimum satisfactory course attendance of 80%** which is proven to create positive impacts on course progression. For ELICOS students, keeping 100% attendance is compulsory. Please refer below for further breakdown.

## 7. Compulsory Attendance for Automotive Workshop Sessional & Practical Assessments

- a) Attendance at Automotive **“workshop” sessions are compulsory**, and in the event of a breach to this policy, the VIITE PPI13 Course Progress Monitoring and Reporting Policy and Procedure will be implemented. Therefore:
  - i. If a student misses an automotive workshop session, they will receive:
    - o an Academic Warning letter (#1), and a
    - o \$75 penalty fine.
  - ii. If a student misses a second consecutive automotive workshop session, they will receive:
    - o an Academic Warning letter (#2), and
    - o an additional fine of \$75 penalty fine.
  - iii. If a student misses a third consecutive workshop session, they will receive:
    - o an Intent To Report (ITR) letter.
- b) Additionally, students are kindly reminded to adhere to the requirement of wearing Personal Protective Equipment (PPE) during classes.
  - i. If a student does not wear PPE to the automotive workshop session, they:
    - o will not be allowed access to the session, and
    - o points 7: a, i, ii, and iii will be implemented
- c) Students are highly encouraged to attend classes to learn what is involved and required for upcoming **practical assessments** in units with Role Plays and Observations.
- d) **Attendance for practical assessments for Role Plays and Observations, in any course, is compulsory.** Therefore:
  - i. Non-attendance of compulsory attendance requirements will result in the implementation of the processes mentioned above in 7 i, ii, and iii.



## 8. Orientation

At orientation, students are inducted with the Victorian International Institute of Technical Education Attendance Policy and Procedure and the Course Progress Monitoring and Reporting Policy and Procedure.

The students are informed about the importance of the minimum satisfactory attendance requirement which is a minimum of 80% and 100% for Practical Assessment/Workshop attendance.

## 9. Procedures -

### Monitoring and recording attendance and absences:

- a) Trainers mark attendance for each class session.
- b) If a student arrives late or leaves early, their attendance is adjusted to reflect this.
- c) The Student Support team and/or Trainer enters attendance data into the Student Management System on a daily basis.
- d) Proof of emergency or medical certificate is compulsory for missing practical workshop attendance.
- e) If a student has a medical certificate for a day missed, the Student Support team will check the truthfulness of this medical certificate, and then grant sick leave for that day the student was absent from class.
- f) All attendance rolls are digitally updated at the end of each day on the student management system by the Student Support team.
- j) Attendance reports are monitored weekly to meet course progress requirements.

## 10. Academic Warning Letters & Intention To Report

- a) Academic Warning Letter issuance requirements and procedures vary depending on the situation at hand and as follows:
  - i. VIITE will issue a First Academic Warning letter in the event of:
    - not attending a compulsory practical session/automotive workshop
    - when course progress (CP) is calculated at under 50%
  - ii. VIITE will issue a First Academic Warning letter in the event of:
    - Non-adherence/continued unsatisfactory CP
- a) If a student has been identified as being “at risk” due to unsatisfactory course progression from low unit completion rates and low attendance particularly in a study period with compulsory attendance requirements, and without authorised absence.
- b) If the student continues to fail to demonstrate satisfactory course progress, and the above procedures, and does or does not participate in an Intervention Strategy, VIITE will issue the Intention to Cancel letter for the potential cancellation of their CoE.



- c) All Academic Warning letters are sent to the student's email address .
- d) Once an Academic warning letter is issued, the college will attempt to contact the student by phone and/or email and/or text message.
- e) If the student cannot be contacted for any reason, then the student's emergency contacts will be called.
- f) All copies of Academic Warning letters or contact records are put in the student's file by the Student Support team and/or Administration.
- g) Following the first and second warnings and the final warning of Intention to Report (ITR); if the student is still not meeting course progress requirements despite interventions implemented:
  - Students are required to meet with the respective campus Coordinator and/or Training Manager and/or RTO Manager.
    - o This is known as an Appeals meeting; this meeting can be done in person or via Zoom.
- h) The student has 20 working days [from the date of issue of the ITR warning email] to appeal the Intent to Report notice.
- i) The student will be notified of the decision in writing via email.
- j) If the respective authorized personnel previously mentioned is not satisfied with the student's evidence or if the student chooses not to access the complaints and appeals process within 20 working days or withdraws from the appeals process, then the respective authorized personnel will gain authorization from the RTO Manager notify to notify Immigration through PRISMS and cancel the CoE.

## 11. Implementation and Responsibility

The RTO Manager, Operations Manager, Campus Coordinator(s), Student Support, and Administration teams are responsible for ensuring the procedures of monitoring attendance is as per this policy and procedure. The CEO has overall responsibility for the implementation and review of this policy and procedure.

## 12. Version Revisions

12 months from the date of this version, or as required.

## 13. Review Date

| Version Number | Date       | Reason for change    | Prepared By      | Approved By |
|----------------|------------|----------------------|------------------|-------------|
| V.3            | 20/06/2024 | Updated and improved | RTO Manager (SC) | CEO (SH)    |