

ABCI International student attendance policy and procedure

Purpose

The purpose of this policy is to ensure staff and students of ABCI understand the requirements for international students studying in Australia.

Scope

This policy applies to all international students of Australian Business and Culinary Institute.

References

National Code Standard 8 – Overseas student visa requirements

“Monitoring overseas student progress, attendance and course duration

- 8.1 The registered provider must monitor overseas students’ course progress and, where applicable, attendance for each course in which the overseas student is enrolled.
- 8.2 The expected duration of study specified in the overseas student’s CoE must not exceed the CRICOS registered duration.
- 8.3 The registered provider must monitor the progress of each overseas student to ensure the overseas student is in a position to complete the course within the expected duration specified on the overseas student’s CoE.
- 8.4 The registered provider must have and implement documented policies and processes to identify, notify and assist an overseas student at risk of not meeting course progress or attendance requirements where there is evidence from the overseas student’s assessment tasks, participation in tuition activities or other indicators of academic progress that the overseas student is at risk of not meeting those requirements.
- 8.5 The registered provider must clearly outline and inform the overseas student before they commence the course of the requirements to achieve satisfactory course progress and, where applicable, attendance in each study period.”

Policy

ABCI will monitor international students’ course attendance for each course in which the student is enrolled.

ABCI will formally assess each student’s attendance at the end of each week of their compulsory study period. The academic calendar with the compulsory study period (term) dates will be published at the start of every year in each classroom or upon request.

Classes will be scheduled for 20 hours per week for each student in general. Students are expected to attend all their scheduled classes during each study period. Satisfactory course attendance is defined as successfully attending at least 80% of the scheduled classes of their enrolled course.

ABCI will implement intervention strategies to identify, notify and assist students where students have failed to attend 5% and 10% of the total scheduled classes for the enrolled course or have been absent for more than five consecutive days without approval.

If the student fails to attend for more than 20% of the total scheduled classes for the enrolled course, the student will be assessed as not meeting the attendance requirement and ABCI will give the student a written notice of intention to report for unsatisfactory course attendance, mentioning the reasons and given a chance to appeal against the decision within 20 working days.

ABCI will only report unsatisfactory course attendance in PRISMS in accordance with the following:

- the internal and external complaints processes have been completed and the decision or recommendation supports the college, or
- the student has chosen not to access the internal complaints and appeals process within the 20-working day period, or
- the student has chosen not to access the external complaints and appeals process, or
- the student withdraws from the internal or external appeals processes by notifying the registered provider in writing.

ABCI will not report a student only if the student's records indicate the student is making satisfactory course progress and the student is attending at least 80% of all scheduled course contact hours for the enrolled course.

Process and procedure

There is four compulsory study period in a year, Term1, 2 3 and 4. Each term is approximately 10 weeks in duration.

In general, students are scheduled to attend 20 hours of classes per week. Thus, they will be expected to participate in 800 hours (20 hours X 40 weeks) of classes in a year.

Satisfactory course attendance is defined as the student is attending at least 80% of the total scheduled classes for the course that they are enrolled (In general 640 Hours for a 1-year course - 80% of 800 Hours).

At the start of every study period, the required number of hours that the student needs to attend the classes for the enrolled course will be calculated and recorded in the database system. (In general, it will be 800 hours for a year course (20 hours/week X 40 weeks).

The timetable with scheduled classes will be emailed to students at the start of each term.

Attendance will be marked by the trainer in every scheduled class and entered in the database system by the student support officer regularly. Students must sign the attendance sheet when leaving the class.

The student support officer will calculate the absence percentage at the end of every week based on the total hours allocated for that student for the enrolled course and act as below:

Stage 1 – 1st warning letter

At 10% absence, the 1st warning letter will be sent out to the student. At this stage, it is a warning only, and the student will be advised of the risk of being reported for not meeting the course attendance requirement.

Stage 2 – 2nd warning letter

At 15% absence, 2nd warning letter will be sent out to the student where the student will be asked to meet the student support officer and explain the reason for the poor attendance. The student support officer will discuss with the student and devise an intervention strategy together with the student. The intervention strategy may include but not limited to (where appropriate):

- Deferring a course if there is a compassionate and compelling circumstances
- Asking the student to attend any internal or external counselling sessions, if required
- Determining if additional support is needed to help the student to successfully complete the course
- Advising the student to enrol in an alternative course if there is one that is of more interest to them
- Arranging for the student to receive either internal or external counselling.

Stage 3 – Intention to report

At a point where the student is not attended 20% of total scheduled classes of that study period, the student will be identified as not meeting the satisfactory course attendance. At this point the student will be issued with an “Intention to report for unsatisfactory attendance” letter explaining the reason and given a chance to appeal against the decision within 20 working days.

ABCI will issue intention to report notice only at 70% of attendance where student academic progress is satisfactory (Achieved competency in at least 50% of the scheduled units till date.)

Any students who are absent for 5 consecutive scheduled classes without any notice will be sent a warning letter to meet the student support officer and explain the reason for the absent and advice that he/she will be at risk of not meeting the satisfactory course attendance requirement. If the student continues to be absent for another 5 consecutive scheduled classes without compassionate and compelling circumstances, a warning will be sent out with intention to cancel enrolment under disciplinary action stating that student is absent for 10 consecutive scheduled classes without getting approval or deferment.

Reporting to PRISMS

If the student does not appeal the decision within the 20 working days from the date of intention to report letter sent out, student will be reported to PRISMS.

If the student appeals the decision within the 20 working days, the ABCI Complaints and appeals process will be followed. This means students will only be reported to PRISMS if:

- the internal and external complaints processes have been completed and the decision or recommendation supports the college, or
- the student has failed the internal appeal process and has chosen not to access the external complaints and appeals process, or
- the student withdraws from the internal or external appeals processes by notifying ABCI in writing.

Related Forms

Student intervention strategy Form

Associated Documents

Student Handbook

Revision history

Revision	Date	Description of modifications
1.0	June 2015	Original
2.0	January 2018	Minor update
3.0	December 2018	Overall review and editing update
3.1	January 2019	Included mention of clause 7.3 of the Standards for RTOs 2015 in the fee collection clause
3.2	April 2019	Fixed administration error in section 6.
3.3	June 2020	Updated footer
4.0	September 2020	Template update. Content update in section 5,6,7.
4.1	Oct 2023	Overall review. Inclusion of Standards. Reformatting.