

Melbourne Rudolf Steiner Seminar Ltd

ABN: 78 081 055 110 RTO 3948 CRICOS Provider 01812M VET Student Loan Provider: 7052

Advanced Diploma of Rudolf Steiner Education

Course code: 10825NAT, CRICOS course code 086202A



International Student Attendance Policy

Policy

Overseas students are required to be enrolled in a full-time registered course to undertake study in Australia. The Melbourne Rudolf Steiner Seminar's (the Seminar) Advanced Diploma is a full-time registered course with a minimum of 20 scheduled course contact hours per week which include scheduled classes, course-related information sessions, supervised study sessions, and mandatory and supervised work-based training. Classes are not scheduled before 8am or after 10pm, and no student is required to attend scheduled classes for more than 8 hours in any one day.

100% of the units of competency in the Advanced Diploma are delivered face-to-face except in extraordinary circumstances such as the pandemic lockdown.

Students are expected to progress through the course so that they complete the course within the two-year course duration. This policy and related procedures support international students with this objective, ensuring their compliance with their visa requirements, and of attaining the official testamur for successful completion of the Advanced Diploma course.

Attendance requirements and communication

The Seminar recognises that students achieve their maximum potential through fully participating in the course content in the order in which it was designed to be presented. For reasons outlined further below, full attendance is particularly important for achieving the integrated learning goals which are a unique feature of the Steiner approach to education.

The Seminar also recognises that exceptional circumstances can arise which may prevent full attendance. In such cases, every effort will be made to assess the circumstances on a case-by-case basis to gauge the impact on the student's learning, and assist bridging any gaps where this is practicable.

All students are required to *maintain at the very least 80% attendance in each and all subjects*. Adequate attendance is deemed essential to complete the Advanced Diploma of Rudolf Steiner Education.

This requirement is communicated both verbally and through the Seminar's relevant policies and handbooks. All staff are made aware of the requirements of this policy through induction and the continuous improvement process.

The Seminar monitors and maintains records for the attendance of all international students for early detection of poor attendance, to enable students to communicate, clarify and rectify their situation, to ensure integrity of the Seminar's assessment procedures and compliance with ASQA's requirements.

This policy addresses ASQA's *The Standards for Registered Training Organizations 2015*

Standard 1. *The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses and*

Standard 2. *The Operations of the RTO are Quality Assured*

<https://www.asqa.gov.au/news-events/news/new-fact-sheet-overseas-student-attendance>

Procedure

Recording Student Attendance

1. Students sign in the International Student Attendance Folder at the beginning of the morning and afternoon sessions.
2. Student attendance is recorded by the trainer at the beginning of each class.

Monitoring Student Attendance

The International Student Coordinator (Enrolments Officer) will monitor attendance at the end of each week to see if:

- Any student has missed 1 full working week of classes without prior approval or
- Any student has irregular attendance

In either case, the Enrolment Officer will contact or direct a Student Coordinator to contact the student.

For any student who has missed 1 full working week of classes without prior approval or whose attendance has been irregular – the Coordinator will:

1. Immediately contact them by phone to gain an explanation and inform them of the need to attend and the effect on their projected attendance if they do not attend.
2. If contact by phone is unsuccessful and the student fails to attend the next working day, another phone call will be made to request the student to make an appointment with the Student Coordinator.
3. If that is unsuccessful a 'Notification Letter' is sent to the student stipulating their attendance requirements and offering an interview.

Low attendance

At the end of each term the Enrolments Officer will assess the cumulative percentage attendance.

- *If a student's cumulative attendance has fallen below 90% – a '1st Notification Letter' will be sent detailing the consequences of their not achieving adequate attendance.*

- *When a student's projected attendance falls below 85%* – a '2nd Notification Letter' is sent indicating the student is required to organise an appointment with the Student Coordinator. If the student does not respond within 7 days the Administrator will attempt to contact via phone.
- *When a student's projected attendance falls below 80%* – The student shall be sent a 'Breach Recorded' letter indicating they are going to be reported to Department of Home Affairs for unsatisfactory attendance compromising their course progress. They are also informed of their ability to access the appeals and complaints process and have 20 working days to do so.

Exceptional Circumstances

- A student may not be reported, on medical grounds (with a doctor's certificate) or other exceptional compassionate circumstances.
- A student may not be reported until they fall below 70% of the course contact requirements if the student is maintaining satisfactory academic performance.

Compassionate or compelling circumstances are generally beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- bereavement of close family members such as parents or grandparents;
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
- a traumatic experience which could include:
- involvement in, or witnessing of a serious accident;
- witnessing or being the victim of a serious crime and this has impacted on the student (these cases should be supported by police or psychologists' reports)
- where the registered provider was unable to offer a pre-requisite unit.

The above are only some examples of what may be considered compassionate or compelling circumstances. The Seminar uses professional judgment and assesses each case on its individual merits. When determining whether compassionate or compelling circumstances exist, we consider documentary evidence provided to support the claim and keep copies of these documents in the student's file.

Special Consideration

If a student has a very urgent and unavoidable reason for not attending, they may apply for 'special consideration'. Please refer to the Seminar's *Special Consideration Policy*. In this case they may be required to complete an adjusted assignment demonstrating that they are competent in the content of the unit covered in classes.

Breach of Student Attendance

Where the Seminar has assessed the student as not achieving satisfactory attendance for the course, the Seminar will notify the student in writing of its intention to report. The written notice informs the student that he or she is able to access the complaints and appeals process as per ASQA 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 Seminar, the Seminar must, as soon as practicable, notify the Department of Home Affairs through PRISMS that the student is not achieving satisfactory attendance.

The Seminar may only decide not to report a student for breaching the 80 per cent attendance requirement where all of the following apply:

1. the student produces documentary evidence clearly demonstrating that compassionate or compelling circumstances (for example illness where a medical certificate states that the student is unable to attend classes) apply; and
2. the Seminar 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 and is maintaining satisfactory academic performance.

Where a student defers commencement or suspends studies on any other grounds other than those outlined above, the Seminar will report the student as not complying with visa conditions to Department of Home Affairs via PRISMS.

A copy of all letters, details of phone calls made, and reports are to be kept in the student files.