

Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110 RTO 3948 CRICOS Provider 01812M VET Student Loan Provider: 7052

Advanced Diploma of Rudolf Steiner Education

Course code: 10527NAT, CRICOS course code 086202A

International Student Attendance Policy

This policy attends to the following objectives:

1. Making a statement of limitation of study day length.
2. the need to monitor international student attendance for the purpose :
 - a. of ensuring compliance with their **visa requirements**
 - b. of attaining the official testamur for successful completion of the Advanced Diploma course

1. Study Day Length

The Seminar ensures that classes will not be scheduled before 8.00am or after 10pm and that no student will be required to attend scheduled classes for more than 8 hours in any one day.

2 (a) Course Requirements

This policy provides procedures to ensure attendance records are kept and monitored for **all international students** within each course. It allows for:

- Early detection of poor attendance records and
- Enables the Seminar and the students an opportunity to rectify their situation.
- All staff to be made aware of the requirements of this policy through induction and continuous improvement.

Students & staff are made aware at enrolment of the 80% attendance requirements. This is done both verbally and through the Seminar's relevant Policies and Handbooks.

2 (b) The Standards for Registered Training Organizations 2015

This policy addresses **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

Adequate attendance is deemed essential to completion of the *Advanced Diploma* of Rudolf Steiner Education.

All Students are required to **maintain 80% attendance in all subjects.**

International Student Attendance Policy: reviewed October 2016. Next review: 2017

37A Wellington Park Drive, WARRANWOOD, VIC., AUSTRALIA 3134

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The procedures of this policy ensure International Student attendance records are kept and monitored for all students within each course for the purpose of ensuring the integrity of Seminar's assessment procedures.

Procedure

Recording Student Attendance

Students sign in the International student attendance folder at the beginning of the morning and afternoon sessions.

Student attendance is recorded by the trainer at the beginning of each class.

Monitoring Student Attendance

Weekly

The International student coordinator 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 International student Coordinator 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:

- 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.
- 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 make an appointment with the Coordinator.
- If that is unsuccessful a 'Notification Letter' is immediately sent to the student stipulating their attendance requirements and offering an interview.

At the end of term:

At the end of each term the Coordinator will assess the cumulative percentage attendance. If at this time for an **International Student**:

If a student's cumulative attendance has fallen below 90% - a '1st Notification Letter' will be sent to the student informing them of their need to ensure they maintain an 80% attendance level for the course and detailing the consequences of their not achieving a projected attendance of 80%.

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- *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 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 DIAC for unsatisfactory attendance and therefore course progress of their course of study. 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 those 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.

Please note that 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 Application in order to complete the requirements:

If a student has a very urgent and unavoidable reason for not attending, they may apply for 'special consideration'. Please read 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.

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2.3 Reporting 'Breach of Student Attendance'

Where the registered provider has assessed the student as not achieving satisfactory attendance for the course, the Seminar must notify the student in writing of its intention to report. The written notice must inform the student that he or she is able to access the 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 registered provider, the registered provider must notify the DIBP through PRISMS that the student is not achieving satisfactory attendance as soon as practicable.

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

3. 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
4. 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 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 DIBP via PRISMS.

This process of reporting breaches into PRISMS is the responsibility of the International Student Coordinator.

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

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