



Attendance Policy and Procedure (VET Courses)

Purpose:

The purpose of this policy is to monitor student attendance to ensure compliance with state and federal legislative requirements and academic progression. The intent is to provide all students with the best opportunity to achieve the learning outcomes of their chosen AIHFE course.

Scope

This policy covers all students enrolled with AIHFE with no exclusion.

Policy

AIHFE will record the attendance of students to support their academic progression. Overall monitoring of class attendance is managed by the senior administration secretary. Attendance is recorded and monitored for each study period, and includes all scheduled activities allocated to each student's timetable.

Procedure

Once a student has been accepted into a course they are required to maintain a minimum attendance of 80% of all contact study hours, exceptions may be made if student has a valid reason and is validated by AIHFE.

For all international students it is a requirement to maintain 80% attendance of all contact study hours, with no exceptions.

If any student is absent without advising the administration for 2 consecutive classes they will be contacted to find out the reason for their absence.

Attendance registers are maintained for each subject the student is enrolled in and attendance is recorded at each lecture.

It is the responsibility of AIHFE to monitor the progress of its students and ensure that they are able to complete their studies during the expected timeframe. If the student appears to be behind in their academic progress the intervention strategy shall be implemented.