

## **Attendance Policy and Procedure (VET Courses)**

### **Purpose:**

The purpose of this policy is to monitor student attendance to ensure the academic progression of the students and meet all the assessment requirements. 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 VET courses 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 trainers/assessors responsible for the unit. 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 attend all the compulsory tutorials, assessments and practical activities.

If a student does not attend any of the compulsory activity without a valid reason approved by the AIHFE, the student is required to participate at a later time mutually agreed by both parties. The college may charge a fee for this service and the fee charged will depend on the type of the assessment or activity and the time required. The cost will be kept between \$50-100 per activity.