

Attendance Policy

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. Virtual class students are required to put their name in the chat box which is regularly monitored by the CEO. An early intervention to maximize students' progress is adopted by contacting students who do not attend classes at least twice in a row or irregular attendance. Trainers and assessors are required to report to the dean of studies of any student poor attendance to draw an intervention plan and support the students.

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.