International Institute of Training Pty Ltd

Attendance and Course Monitoring Policy

1. Purpose

The purpose of this policy is to ensure that International Institute of Training (IIT) monitors and records attendance and course progress of international students to ensure that they can complete their course within the duration specified on their Confirmation of Enrolment (CoE) and that timely intervention strategies are implemented for students who are at risk of failing to meet attendance and course progress requirements.

The intention of this policy is to provide all the students with the best opportunity to meet their study goals and aspirations and to ensure that students do not breach their visa requirements.

This policy ensures compliance with Standard 6 and 8 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)* and Clause 1.7, 6.1 to 6.6 of *Standards for RTO 2015 (Cth).*

This policy has been implemented to ensure that students maintain satisfactory attendance and course progress requirements.

2. Responsibility

The student support officer and Administration Officer will be responsible for the implementation of this policy and will ensure that staff members are aware of its application and implement its requirements.

The International Institute of Training (IIT) will monitor and record course attendance every week and course progress at the end of each study period. This is because if students do not maintain satisfactory attendance, it is unlikely that they will be able to maintain course progress.

IIT will provide support to the students by discussing and implementing intervention strategies for students who are at risk of failing to meet course progress and/or attendance requirements.

Students who are not attending classes may mean that they might not make satisfactory course progress. If students are unable to meet satisfactory course requirements despite repeated warnings and implementing intervention strategies, the process of reporting students to the Department of Home Affairs (DHA) via PRISMS will commence.

3. Definitions

CoE means Confirmation of Enrolment. This is proof of student enrolment and acceptance of the offer letter and student agreement provided by the institute. The DHA requires the CoE for visa processing for international students.

DHA means Department of Home Affairs. The Department of Home Affairs is the Australian Government interior ministry with responsibilities for national security, law enforcement, emergency management, border control, immigration, refugees, citizenship, and multicultural affairs. DHA's Student Visa Program provides student visas to international students to allow them to study on campus onshore with an accredited provider.

ESOS Act means the Education Services for Overseas Students Act 2000. The ESOS Act sets out the legal framework governing delivery of education to overseas students studying in Australia on a student visa.

Cth means Commonwealth of Australia

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Study Period defined by IIT is one term of the course (15-26 weeks) in which the student is enrolled.

National Code: National Code of Practice for Providers of Education and Training to Overseas Students 2018. Under the ESOS Act, the purpose of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) is to set nationally consistent standards and procedures for registered providers and for people who deliver education services on behalf of registered providers. The National Code supports the effective administration of the ESOS legislative framework by the Commonwealth, state and territory governments.

PRISMS means Provider Registration and International Student Management System (PRISMS).

Minimum Attendance requirements: minimum requirement for attendance is 80 per cent of the scheduled contact hours for the course.

Unsatisfactory Course Progress is where a student does not meet course progress requirements for the study period as identified in the Training and Assessment Strategy for each course. Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the units in the given study period.

Satisfactory course Progress: where a student can meet course progress requirements for a study period as identified in the Training and Assessment Strategy for each course. Satisfactory course progress is defined as successfully completing or demonstrating competency in at least 50% of the units in the given study period.

Student at risk: A student at risk is defined as one who has not made satisfactory academic progress in a course for a term (providing the term is not the second consecutive term for which this is the case) and is therefore subject to an intervention strategy.

4.   Policy

The International Institute of Training will ensure that the student has participated in the training as set out in the training and assessment strategy, including (where the strategy requires) participating in scheduled classes, course-related information sessions, supervised study sessions. The International Institute of Training will also check and ensure that all the required assessments are completed up to that point of time.

Students at IIT will be informed about satisfactory course progress and attendance requirements in each study period before the commencement of the course during orientation day.

IIT will give strong emphasis on attendance and course progress requirements. It is a mandatory requirement for all the students to attend their classes regularly and achieve satisfactory course progress.

4.1. Completion within expected duration

International students must complete their studies within the expected duration specified on their Confirmation of Enrolment (CoE). The expected duration of the course as specified in the overseas student's CoE should not exceed the CRICOS registered duration.

IIT will monitor student attendance and course progress regularly to ensure that students satisfactorily progress through their course and complete their studies within the duration specified on their Confirmation of Enrolment.

4.2 Attendance Requirements

Monitoring Attendance

IIT will collect attendance on a regular basis, contact students who are not attending classes and identify appropriate support that can be provided to the students. IIT will ensure that students are provided with full support by implementing intervention strategies so that students can complete their course on time.

Students who will be absent from the class and will have attendance below 80% will be identified as "at risk". Student support officers or Student Administration will send warning letters to those students to discuss and identify support measures if required by students.

Attendance records:

The Administration Officer will maintain and record course attendance every week on the Attendance tool. The attendance records will be maintained in the following manner using the *Attendance Record Sheet*.

Class rolls for each unit of competency for all the courses will be kept and will contain the following information:

- Course Code and Course Name
- Weekly Dates
- Group No:
- Student ID
- Full name of each student enrolled in the class.
- Name and signature of the trainer/assessor either training or assessing that class.

IIT will retain evidence that students are attending scheduled classes in the form of marked Student's sheets and attendance tools. The institute will securely retain all marked attendance sheets for a period of 6 months from the date on which the attendance is marked.

Before commencement of the course, through its orientation program, IIT will advise the students about the importance of attendance and how it affects the course progress.

It is important for students to understand that not attending classes regularly will lead to unsatisfactory course progress. IIT will send warning letters to those students whose attendance is falling below the attendance requirements.

Students must attend all classes (both theory and practical) to fully develop their technical and practical skills. Attendance in workshops for Automotive, Building, Construction, Carpentry courses, and in commercial kitchens will be closely monitored. Students missing practical classes will be assessed on a case-by-case basis. Any student missing more than one practical training class in the workshop or kitchen will not be allowed to sit for re-assessment and will be required to repeat the units, as it will not be possible to develop the required skills without attending practical classes.

Students must maintain satisfactory attendance (i.e., a minimum of 80% of attendance) throughout the course.

➢ *First attendance warning letter* will be sent to the students when the trainer notices any unauthorised absence for more than 5 consecutive days or if a student's attendance falls between 95% to 85%. Students will be called for a meeting to discuss their reasons for absence and provide support.

➢ *The second attendance warning letter* will be sent to students if their attendance falls below 85%. This may be followed up by inviting those students to attend an intervention meeting. The Institute may

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implement Intervention strategy to assist and support students so that they can attend classes regularly and achieve satisfactory course progress. It will be recorded in the Intervention strategy form and will be placed in the student file.

IIT will not report students based on attendance; however, low attendance may lead to unsatisfactory course progress, which will result in students being reported to the Department of Home Affairs (DHA) via PRISMS.

If a student fails to make satisfactory course progress (including by not participating in the training outlined in the training and assessment strategy and timetables), International Institute of Training will report the students based on unsatisfactory course progress for two consecutive study periods to the DHA via PRISMS in accordance with IIT's course progress and attendance procedures as outlined below in section 5.

As part of the intervention strategy, students will be provided with appropriate support including, but not limited to, academic skills support, LLN support, counseling, and mentoring. Refer to point 4.4 of this policy for information on Intervention strategy.

Students can also refer to the *Student Support and Welfare policy* for more details on support provided by IIT. It can be made available from the institute's website www.iitraining.vic.edu.au or from IIT's administration department.

4.3. Course Progress Requirements

4.3.1. Course progress requirements are defined in relation to the study periods and may include (but are not limited to), any combination of the following.

- Satisfactory completion of certain assessment tasks for each unit.

- Achieving competency for certain units of competency in a study period.

4.3.2. Requirements are designed to uphold the academic integrity of the registered course and meet the requirements of the training products, with consideration to the length of the study period and number of units and assessment requirements of the course.

4.3.3. Students who do not meet course progress requirements may be at risk of having their visa status affected. Where requirements are not met, IIT course progress monitoring procedures will be followed.

4.3.4. IIT will use a range of methods to monitor course progress including review of assessment tasks, and other measures of academic progress as defined in the procedures. All records of course progress will be kept in a file.

4.3.5. Students course progress will be recorded on excel sheet and will be regularly assessed by Student administration.

4.3.6. Students must ensure that they abide by academic conduct requirements to ensure that they can complete their course within the expected duration.

4.3.7. IIT chooses to implement the "Department of Education, Skills and Employment" course progress policy and procedures". Regular and sufficient attendance in class is necessary for successful achievement of expected outcomes and to maintain course progress requirements.

4.3.8. IIT will **monitor, record, and assess the course progress** of each student for each unit of the course for which the student is enrolled in.

IIT will assess each student's course progress at the endpoint of each study period.

4.3.9. Students will be informed during the orientation about their course progress requirements.

4.3.10. IIT has an intervention strategy that identifies and assists students who are at risk of not making satisfactory course progress. At a minimum, for students, the intervention strategy will be discussed and

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implemented where the student has failed or is deemed not yet competent (NYC) in 50 per cent or more of the units.

4.3.11. Attempted at any study period, IIT may choose to intervene at any point before the end of the study period, for example, if the student does not attend the classes regularly or does not respond to IIT's attempts to assist the student in achieving satisfactory course progress.

4.3.12. At the end of each compulsory study period, students will be assessed against the *"Attendance and Course Progress Policy and Procedure"*. If a student is identified for the first time as not making satisfactory course progress, warning letters will be sent to students to inform them about their course progress and attendance and meetings will be organised to discuss any issue that they might be facing. The intervention strategy will be identified and implemented during this meeting. The intervention strategy will be activated within the first two weeks of the following study period or as soon as practicable.

If a student is identified as not making satisfactory course progress in the second consecutive compulsory study period in a course, (Failing 50% or more units in second study period) despite of implementing intervention strategy, IIT will notify the student of its intention to report the student to the Department of Home affairs via PRISMS for unsatisfactory progress. Detailed procedures for course progress are mentioned below in section 5.2 of this policy.

4.3.13. All students must ensure that they are making satisfactory progress through their course. If a student fails to make satisfactory course progress (including by not participating in the training outlined in the training and assessment strategy and timetables), IIT will implement a process for reporting unsatisfactory course progress in PRISMS.

4.4. Intervention Strategy

IIT ensures that it identifies, notifies, and assists students where there is evidence that the student is at risk of not meeting course progress and/or attendance requirements. IIT will provide support to students through intervention strategy to ensure that students are attending classes and achieving satisfactory course progress.

For students at risk of not meeting course progress or attendance requirements, an individual intervention plan will be developed based on the appropriate intervention strategy identified. It will be documented on Intervention Strategy form.

An intervention plan/intervention strategy will include an interview with the Administration Officer or Student Support Officer, and it may include one or more of the following strategies (but not limited to):

- attending counseling.
- English language support.
- reviewing learning materials with the students and providing information to students in a context that they can understand.
- providing extra time to complete tasks.
- providing access to supplementary or modified materials.
- providing supplementary exercises to assist understanding.
- attending academic skills programs.
- attending tutorial or study groups.
- attending study clubs.
- receiving assistance with personal issues which are influencing progress.
- receiving mentoring.
- referral to external organisations where IIT is unable to address the identified learning or academic issues:
- being placed in a suitable alternative subject within a course or a suitable alternative course; or
- a combination of the above and a reduction in course load.

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4.5. Extension to expected course duration.

Extensions to the course duration specified on the CoE are only allowed where:
Compassionate or compelling circumstances apply, and demonstrable evidence is provided, which may include but is not limited to:

- serious illness or injury, where a medical certificate states that students were 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 students' studies.
- a traumatic experience which has impacted on the students, and which could include involvement in or witnessing a serious accident; and
- Witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports); or
- where IIT is unable to offer a pre-requisite unit.
- where the student is unable to begin studying on the course commencement date due to delay in receiving a student visa.
- Where a student is complying with an intervention strategy implemented for students identified at risk of not making satisfactory course progress or meeting attendance requirements or is in the process of implementing Intervention Strategy.
- An approved deferral or suspension of studies has been granted in accordance with IIT's Deferral, Suspension and Cancellation Policy and Procedures.

When the student can only account for the variation/s by extending his or her expected duration of study, this will be reported to the DHA via PRISMS. All variations in the student's study load, including the reasons for the variation will be recorded on the student's file.

Where the duration of the student's enrolment is extended, students will be advised to contact the Department of Home Affairs (DHA) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

4.6. Reporting students

IIT will not report students based on attendance; however, low attendance can lead to unsatisfactory course progress, which will result in students being reported to Department of Home Affairs (DHA) via PRISMS.
Where a student has demonstrated unsatisfactory course progress in a study period despite implementing intervention strategies, IIT will be required to report the student to DHA via PRISMS. Prior to reporting, the students will receive a written notice informing them of the intention to report for non-satisfactory course progress and the reasons for the intention to report.
Students have the right to appeal against this decision as per IIT's Complaints and Appeals Policy and Procedure within 20 working days. If the student chooses to access this process, the student will not be reported until this process is complete.
IIT will only report unsatisfactory course progress in PRISMS if:

- The internal and external complaints processes have been completed and the decision or recommendation supports the Institute (IIT); or
- the overseas student has chosen not to access the internal complaints and appeals process within the 20-working day period; or
- The overseas student has chosen not to access the external complaints and appeals process, or
- The overseas student withdraws from the internal or external appeals processes by notifying IIT in writing.

All records will be kept in the student's file including warning letters and the notice of intention to report.

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5. Procedures

The procedure for attendance and course monitoring policy demonstrates how the policy will be implemented and who will be responsible for the steps taken under this policy.

5.1. Monitor Attendance: Student's attendance will be regularly monitored to ensure that IIT facilitates the highest quality of learning opportunities and additionally maintains compliance with legislative requirements**.**

Procedures	Responsibility
A. Monitor and record attendance. • Students' attendance will be recorded every day on the Attendance **Record Sheet by the trainer.** • The Administration Officer will maintain and record course attendance every fortnight on the Attendance tool and submit it to the Administration Officer. • The Administration Officer will maintain and store the attendance tool. • The Administration Officer will analyse the attendance tool and identify students who are not attending classes. • *Attendance Monitoring Tool* will be used to check if attendance is satisfactory.	Trainer Administration department/Student support officer
B. Identify students at risk for Unsatisfactory attendance – Stage 1 Where a student's attendance falls below 95% or who has been absent for more than five consecutive days without approval or satisfactory reason, IIT will contact those students to discuss their absence. *The first attendance warning letter* will be sent to the student. Student may be invited for meeting with the Admin Manager to discuss any issues or problems that students may be facing so that support can be provided. During this meeting, IIT will: • Discuss the reasons for the low attendance with the student if students have been absent for more than five consecutive days without approval and/or who are at risk of not meeting attendance requirements before student's attendance drops below 80%. An appropriate Intervention strategy will be discussed and identified during the discussion if he/she requires. • Offer support services to students which may include, but not limited, to academic and future progress advice, welfare matters to meet the overseas student's visa requirements. (Refer to Intervention strategy and/or Student Support and Welfare policy for more details) • Remind the students that if they continue to not meet the attendance and course progress requirements, they will be reported to DHA via PRISMS and that may affect their visa status. • IIT will keep a summary of this discussion, as well as a copy of this letter. • Continue to monitor the students' attendance.	Trainer Administration department/Student support officer

Procedures	Responsibility
C. Risk of Unsatisfactory attendance – Stage 2 • Where a student's attendance drops below 85% or who has been absent for more than five consecutive days without approval, a Second warning letter for low attendance will be sent inviting the student to attend a meeting to discuss and implement intervention strategy. • At the meeting, the reasons for continuing unsatisfactory attendance and further intervention required will be discussed. Intervention strategy forms will be filled up and recorded. • IIT will offer support services to students which include, but is not limited to academic and future progress advice, welfare matters to meet the overseas students visa requirements, etc. (refer to Intervention strategy and/or Student Support and Welfare policy for more details) If the attendance is still unsatisfactory, i.e., below 80% despite implementing intervention strategies, the course progress will be reviewed. If Student's course progress is unsatisfactory, students will be invited to attend intervention meeting and intervention strategy will be invoked in accordance with the course progress policy and procedures. Warning letters will be sent to the students and intervention strategies will be applied and implemented. If a student's attendance is unsatisfactory but the student is making satisfactory course progress, the student will still be counselled on the importance of the attendance for successful course progression. The students' course duration and their skills and knowledge will be reviewed considering ASQA guidelines about Overseas Student Attendance. IIT will invite the students to apply for RPL and the Institute will reduce the duration of the course to the minimum duration required, given the student's existing skills and knowledge, while maintaining a minimum of 20 scheduled course contact hours per week. For more information, please refer to Appendix 1- ASQA guidelines.	Administration Officer Administration department/Student support officer

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Procedures	Responsibility
D. Linking student's attendance with course Progress *(Process where students have failed to meet satisfactory course attendance)* Before commencement of the course, during induction program as well as through trainers, IIT will advise the students about the importance of attendance and how it affects the course progress. If the student does not meet satisfactory attendance requirements, the student's course progress will be reviewed and carried forward on the following basis: • If a student's course progress is found to be unsatisfactory, IIT will issue unsatisfactory course progress warning letters. Course progress procedures will be applied as mentioned below in section 5.2. or • If a student's attendance is low but the student is making satisfactory course progress, then the student will be invited for meeting and the student's course duration will be reduced to the minimum duration required, given the student's existing skills and knowledge, while maintaining a minimum of 20 scheduled course contact hours per week. For more information, please refer to Appendix 1- ASQA attendance guidelines. IIT will report the students to the Department of Home Affairs (DHA) on unsatisfactory course progress for two consecutive study period; however, Institute will actively monitor and record student's attendance in line with National code 2018 Standard 8.10, 8.11 & 8.12. Note: IIT will not report on the students based on attendance; however, low attendance can lead to unsatisfactory course progress, which will result in students being reported to the Department of Home Affairs (DHA) via PRISMS.	Student Support Officer Trainer

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5.2. Monitor course progress: Course progress will be monitored at the end of each study period

National Code 2018: Standard 8

Procedure	Responsibility
A. Monitor course progress. • Students' course progress will be assessed and monitored regularly, in relation to the course progress requirements. Satisfactory course progress requirements mean successfully completing or demonstrating competency in at least 50% of the units in the study period. • Class activities, formative tasks and class participation will be used to informally monitor students in class. • *Course Progress and Attendance Monitoring Tool* will be used to monitor formal progress. • At the course monitoring point, students' course progress will be reviewed to determine if students are at risk of not meeting course progress requirements. • Follow-up will be done with academic staff to check if the records are incomplete or complete.	Administration Manager Trainer Administration department/Student support officer
B. Risk of Unsatisfactory course progress – Stage 1 • Where a student's course progress has been identified as 'at risk', Notification Letter will be sent to student to inform them that the student **is at the risk** of breaching their student's visa requirements to maintain satisfactory course progress. • Students will be advised to contact IIT's Administration department or trainer if required to discuss any support that may be required by the student to achieve satisfactory course progress. An intervention strategy will be applied if students are facing any issues.	Administration Manager Administration department/Student support officer
C. Risk of Unsatisfactory course progress – Stage 2 If student: • has not successfully demonstrated competency in at least 50 % of the units in the 1st study period of his/her course, or • If the meeting was arranged on call and the student did not attend intervention meeting. • If an intervention strategy is implemented and the student has failed to follow intervention strategy as agreed upon.	Administration Manager Student Support Officer Trainer

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Procedure	Responsibility
It will be interpreted that the student is still at risk of not making satisfactory course progress. In this case, IIT will send 1st warning letter to the students indicating that they are still at risk of not making satisfactory course progress and that they will be reported to the Department of Home Affairs via PRISMS if they continue to be at risk. Students will be invited to meet with the Administration Manager or student administration to discuss any issues that they might be having and to offer support services. During the meeting: • Students will be informed of the implications of amending their CoE, if applicable. • Intervention meeting outcomes of the meeting will be recorded in the *Intervention Strategy form*. • Intervention strategy will be discussed and identified with the student. The Administration Manager will ensure that *the Intervention Strategy form* is signed and accepted by the student to state that they agree to the intervention strategy. • Intervention strategy will be immediately implemented as documented in the *Intervention Strategy form.* • The students will be reminded that if they continue to show unsatisfactory course progress requirements, they will be reported to DHA via PRISMS, and this may affect their visa status. • To issue a new CoE to extend the duration of the student's study (if required), the Administration Manager will find the CoE concerned and select the SCV (Student Course Variation) report option, including reasons for granting the extension. All the documents will be placed on the student's file. **D. Risk of Unsatisfactory course progress – Stage 3** If student: • did not attend the meeting after sending a warning letter. • has not followed the intervention strategy as discussed, or • Course progress is still at risk i.e., not demonstrating competency in at least 50% of the units for the second consecutive study period. The administration staff or Administration Manager will issue the 2nd Warning letter. Students will be given another chance to meet with the Administration Manager or student administration and discuss why the student is unable to follow the intervention strategy or show satisfactory course progress. Support measures will be identified and applied in consultation with the student.	

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Procedure	Responsibility

E. Inform the student of "Intention to report" for making unsatisfactory course progress continuously.
 	
• Course progress will be monitored continuously. If student has failed in more than 50% of their units in two consecutive study periods despite of implementing intervention strategies, students will **be notified in writing of intention to report** them to DHA via PRISMS through "Intention to report letter".
 	
• Reasons for your intention to report will be notified in the letter.
 	
• Student will be informed of their right to access IIT's Complaints and Appeals process within 20 working days of receiving the "Intention to report" letter (the date specified on the letter).
 	
• Students who choose to access this process will not be reported if they appeal within 20 working days indicating IIT's intention to notify. Students must continue to attend their classes during the appeals process as specified in IIT's *Complaints and Appeals Policy and Procedure*.
 	
• IIT will only report unsatisfactory course progress via PRISMS in accordance with section 19(2) of the ESOS Act if:
 	
  - the internal and external complaints processes have been completed, and the decision or recommendation supports IIT's decision, or
 	
  - the student has chosen not to access the internal complaints and appeals process within the 20-working day period, or
 	
  - the student has chosen not to access the external complaints and appeals process,
 	
  - the student withdraws from the internal or external appeals processes by notifying IIT in writing.
 	
• IIT will keep a copy of the Letter and any other relevant documentation.
	Student support officer
	
	Administration /Complaints Officer
	
	Appeals Officer

F. Following the Notification of Intention to Report • If the student does not appeal against the decision to report them or if their appeal is unsuccessful, or if they withdraw from the process, IIT will report the student to DHA via PRISMS for breach of course progress requirements. • If a student appeals to external authority e.g., Commonwealth Ombudsman, IIT will not report to the student until appeal process is concluded. • Student's enrolment will be kept active until both Internal and External complaints and appeals process have been completed.	Administration Manager Administration /Complaints Officer Appeals Officer

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Appendix 1

Guidelines-ASQA Attendance Requirements

Overseas students are required to participate in and attend the scheduled classes.

Note for Students

Overseas students are required to be enrolled in a full-time registered course to undertake study. For VET courses, a full-time course is a minimum of 20 scheduled course contact hours per week.

Students are also **expected to progress through their course** so that they complete the course within the nominated course duration.

If **an overseas student** is not attending scheduled classes, but is making satisfactory progress in their course, then the course duration set may not be suitable for that student—because they must already have the skills, knowledge, and experience to progress in their course without receiving structured training.

In this case, the International Institute of Training (IIT) **will invite the students to apply for RPL and the Institute will reduce the duration of the course to the minimum duration** required given the student's existing skills and knowledge, while maintaining a minimum of 20 scheduled course contact hours per week.

*IIT has implemented "Attendance and Course Monitoring policy and procedures" to monitor minimum attendance and course progress requirements and if students don't meet these requirements, they will be **breaching student visa condition.** The Department of Home Affairs (DHA) may cancel a student visa if the students fail to maintain their enrolment.*

Students who cannot show that they are meeting the requirements of the qualifications or accredited course **are at risk of not progressing in their course** (that is, they are at risk of not completing the course within the nominated duration) will be notified that they are at risk, and they will be invited to meet with the Administration Manager to discuss any support services required (including intervention strategies).

If a student fails to make satisfactory course progress (including by not participating in the training as outlined in the training and assessment strategy and timetables), IIT will **report the students to the Department of Home Affairs (DHA)** via PRISMS based on unsatisfactory course progress for two consecutive study periods.

Before reporting the students to DHA, IIT will ensure that proper procedures are followed as per the above-mentioned Attendance and Course Progress procedures.

Keeping Students Informed:

During enrolment process before student's start their course, Students will be informed of the following information through the written agreements:

- *the duration of their course and the modes of study (including IIT locations, course delivery location and the facilities provided by IIT)*
- *that students must participate in scheduled classes in accordance with course timetables to make satisfactory course progress, and if they don't satisfactorily progress in their course, they will be in breach of a condition of their visa.*
- *that if students don't attend scheduled classes, IIT may reassess the student's course duration, and may shorten their course duration.*

Attendance and Course Monitoring Policy   Version 25.1
International Institute of Training Pty Ltd t/a International Institute of Training
Campus Location: 13 Tarkin Court, Bell Park, Victoria 3215, Australia
Phone no: 1300 651 348 | Email: info@iitraining.vic.edu.au | Website: www.iitraining.vic.edu.au
RTO Code: 21628 || CRICOS Number: 04028M ||ACN 113 898 721 || ABN 82 113 898 721   Page **13** of **14**

- *that ASQA may, at any time, require a training provider to implement policies and procedures to monitor minimum attendance requirements and if students don't meet these requirements, they will be in breach of a condition of their visa.*
- *that the Department of Home Affairs may cancel a student's visa if they fail to maintain their enrolment.*

Students will also be provided with the above information during Induction.

A student must be aware of the following:

- Enrolment on a full-time registered course, which is a course with a minimum of 20 scheduled course contact hours, is a visa condition for overseas VET students.
- Attend classes as per the scheduled class times.
- If a student fails to make satisfactory course progress (including by not participating in the training outlined in the training and assessment strategy and timetables), IIT's will implement a process for reporting unsatisfactory course progress in PRISMS as per IIT's Attendance and Course Progress Policy.
- Students have the right to make complaints and appeals (internal and external) by accessing IIT's Complaints and Appeals policy which can be made available from the website or from reception.

Before reporting the students to DHA, IIT will ensure that proper processes and procedures are followed as per the *Attendance and Course Progress policy and procedures.*

IIT will:

- *Undertake **an intervention strategy to assist** the student at risk of not meeting the course progress requirements in sufficient time for the students to achieve satisfactory course progress. This will be documented in the Intervention Strategy form.*
- *Inform the students of the intention to report them and the reasons why IIT is reporting them.*
- *Inform the students about how they can access an internal complaints and appeals process.*
- *Advise the students on their external appeal rights.*

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