

Scope

This policy applies to all students Atwea Ollege and outlines the attendance requirements and howyt notify Atwea College if the greunable to attend training or class sessions

Purpose

Atwea College is committed toiving students an opportunity to successfully complete their chosen course and provide support for individual circumstances when a student begins to disengage from their learning or when attendance is not consistent

Definitions

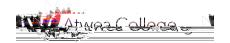
Attendancemeans attending scheduled fate-face classes, online platform classes such as canvas and scheduled Zoom sessions

Audits means an audit or compliance audit undertaken by the VET Regulator

LMSmeans Learner Management System

Regulatormeans

- a) the National VET Regulator; and
- b) a body of a non

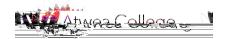




Cancelling Training or Assessment

If a studentcannot attend a class (face to face or online) or attend the prointment with the trainer, they can either:

Call our office on 02492542000



Continuous Absence

If a student hasontinual absences the will be considered by Atwea College to be 'at Risk' as their ability to complete their qualification may be compromised by rattendance Atwea Collegeencourage students to call us Atweacan then discuss any underlying issues that may be impacting at the indance or the suitability of the training that they are undertaking. If the student wishes to continue the course, a Student Suppitort member will work with them and their trainer/assessor to develop an individual regregament strategy taking into account the students specific needs. The Student Support will then be in contact with them periodically to see how the student is going and if they need any additional support. Students are able to contact the Student Support Urthemselves during any stage of their studies to discuss any issues or problems that they may be facing which may affect their ability to attend classes or complete their qualification.

Atwea College Class Cancellations

From time to time, Atwea College may cancel a class or a scheduled workplace visit. This is usually due to trainer illness or emergency.

Where possible, Atwewill try to schedule another trainer, but if weennot, we will:

- Sendthe studentan SMS TXT, and
- Attempt to callthe student

Atwea Collegpolicy is to let studentknow with as much notice as possible. However, there are occasions where Atweamay not be notified until the last minute of a cancellation.

On rare occasion tweamay need to cancel a number of classes and where this is the case, we will keep students informed of what is happening and how we will make up the missed classes.

Traineeships, Apprentices & SBAT's

EmployerObligations

An employer of an Apprentice or Trainee must ensure that the Apprentice or Trainee is given every opportunity to obtain the appropriate qualification



Apprentice and Trainee Obligations

Apprentices and Trainees must make every effort to acquire the skills and knowledge they need to successf complete their apprenticeship or traineeship by attending scheduled training detiver Atwea College.

Process Map

No Process map required

Related documents, forms, and legislation

Student Support Policy

Student Handbook

Review

This policy review period is: 2 yearly

Publication Log

Common X Drive	Website
Student Loungetwea LMS	

Policy Owner	ACE Manger		
Review Panel	ACE Manager, Student Support Unit		
Approval Authority	Rowan Cox		
Date of Endorsement	5/05/2023	Next Review Date	5/05/2025
Risk Rating	Moderate	Version	1.0
Library Location	X.1		