

# **POLICY AND PROCEDURE**

## **VET STUDENT LOANS STUDENT ATTENDANCE**

### **1. Purpose**

- 1.1 To ensure that VET Student Loan (VSL) students maintain full time attendance to demonstrate they are genuine student.
- 1.2 To maintain contact with VSL student who may be at risk of being charged for the next unit of study.
- 1.3 To set a procedure for cancellation of enrolment for non-attendance.

### **2. Scope**

- 2.1 This policy and procedure covers only VET Student Loan students and is included in the Enrolment Kit for VET Student Loan student.

### **3. Responsibilities**

- 3.1 The student's primary Instructor is responsible for informing the Head of Operations (HOO) if the student has failed to turn up for a programmed instructional activity or has not been in attendance at the school for three consecutive days.
- 3.2 The HOO or the primary instructor is responsible for contacting the student to establish the reason for non-attendance and for re-scheduling.
- 3.3 If non-attendance continues, the HOO will liaise with the Chief Operating Officer (COO) to begin the process of cancelling the enrolment.

### **4. Implementation**

#### Step 1

- 4.1 Instructors are to monitor their students' attendance rate to ensure students are on site for a minimum of 20 hours a week for instruction or study.

Policy and Procedures On VET Student Loans Student Attendance

- 4.2 When a student fails to attend programmed instructional activity, the instructor will contact the student immediately for an explanation and rescheduling.
- 4.3 If non-attendance continues on two consecutive occasions, the student will be contacted and scheduled for an interview by the HOO to discover any underlying cause.
- 4.4 If the student is non-contactable or does not return the call / email within 24 hours a warning notice will be sent to advise them about their obligations and the consequences of not contacting the school and suggest a meeting with the HOO to discuss their situation. Non-attendance must be recorded in the student's training record.

Step 2

- 4.5 At the discretion of the HOO, in consideration of the student's attitude and commitment, the HOO will advise the COO on the student's continuing studies or having their enrolment cancelled.
- 4.6 The COO will commence the grievance and appeals procedure process for withdrawing the student and cancelling the student debt. This needs to be done prior to the next unit of study census day.