



1.0 Purpose

1.1 This policy and procedure is aligned to the CRICOS national code 2018 Standard 11 “Registered providers systematically monitor students’ compliance with student visa conditions relating to attendance. Registered providers are proactive in notifying and counselling students who are at risk of failing to meet attendance requirements. Registered providers report students under Section 19 of the ESOS Act who have breached the attendance requirements.”

1.2 Brighton Institute of Technology (BIT) does not report to the Department of Home Affairs on attendance, but poor attendance will often lead to poor academic progress.

2.0 Responsibility

2.1 The Chief Executive Officer, Compliance Manager and Administration/training staff are responsible for the implementation of this policy.

3.0 Process

4.1 All learners will be electronically signed in by their trainer upon starting each session.

4.2 Should a learner not attend a session; student administration will SMS them via TEAMS asking them to contact BIT and explain why they have not attended.

4.3 At the end of each week the attendance sheets will be collated by Student Administration and filed.

4.4 All attendance sheets will be viewed by Student Administration. Any learner who has missed more than 50% of the sessions for the previous week will be sent an SMS As follows.

“Your attendance is under 50%. Please contact BIT as this level of attendance may put your progress at risk.”

4.5 Any student who has missed 100% of the sessions for the previous week will receive the following SMS.

“Your attendance last week was zero. Contact BIT as this level of attendance may put your progress at risk.”

These students will also receive the following email and a phone call from administration.

Dear it is noted that you did not attend any classes last week. This means that you may have problems completing your studies as well it potentially puts you in breach of your visa conditions. You must attend classes if you want to complete the course, as well failure to attend class or inform BIT as to why you are not attending is in breach of your Visa conditions. Please contact BIT Student Administration immediately.

4.6 A learner who fails to attend classes for two weeks, will receive a formal letter informing them that their course progress is at risk and that BIT may report this fact to DHA.

Reasoning

No learner can successfully complete a course of study without interacting with trainers and other learners. All BIT’s interaction is face to face and BIT is dedicated to ensuring that all learners who enrol at BIT complete their chosen course of study. To this end BIT will do all it can to encourage all learners to attend 100% of classes. In addition, the majority of BIT’s learner cohort is made up of international students. These students are most likely to hold a student visa sub class 500. It is a condition of this visa that a student attend 20 hours a week of face-to-face education. To do this learners must attend classes.