

## Student Attendance Policy – (Non HE) Box Hill Institute

### Purpose

To determine the policy and principles which apply to student attendance.

### Scope

Applies to Box Hill Institute on-campus students, excludes Degree students.

### Policy Statement

The Institute will determine student attendance requirements in order to maximise students' opportunities for success and ensure that performance can be assessed overtime, within various contexts and using a range of evidence.

The Institute will maintain accuracy and currency of student attendance records in line with regulatory and government requirements, and those of relevant external bodies.

The Institute will actively encourage students to attend all scheduled classes so as to optimise potential for success. The Institute will also notify on-campus students of the impact of sustained periods of non-attendance.

### Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Code of Conduct for Employees.

### Definitions

**Apprenticeship and Traineeship Training Program (ATTP):** a system of training regulated by law or custom which combines on-the-job training and work experience while in paid employment with formal off and/or on-the-job training. The apprentice / trainee enters into a contract of training or training agreement with an employer and the training body that imposes mutual obligations on all parties as outlined in the relevant training standards and state service agreements.

**Apprentice Regulatory Field Services Officer:** government appointed authorised officer with the responsibility to monitor the compliance of employers, apprentices/trainees with the requirements of the training contract in accordance with training contract.

**Attendance:** Attendance is appearance in a scheduled class for the period of the scheduled class time or a period negotiated with the teacher.

**DIBP:** Commonwealth Department of Immigration and Border Protection. The Department is responsible for regulating students by administering the student visa program.

**Education Services for Overseas Students (ESOS) Act Amendment Bill 2007 - National Code 2007:** This Federal Government Act regulates the provision of education and training services to international students studying in Australia and stipulates student visa conditions.

**Mixed Mode Student:** at least one unit of study is undertaken on-campus and at least one unit of study is undertaken in an off-campus/ distance learning mode.

**Australian Apprenticeship Centre (AAC):** an organisation providing advice and assistance to apprentices, trainees and employers with training arrangements, training agreements and financial incentives

	<p>under the New Apprenticeships system.</p> <p><b>Off-campus student:</b> units of study for which the student is enrolled are delivered to the student in a blended learning mode (e.g. online, print based distance education), and any associated attendance at the Institute is of an incidental, irregular, special or voluntary nature. This does not include off-the-job training conducted by the institute as part of Training Agreements for ATTP.</p> <p><b>On-campus student:</b> all units of study for which the student is enrolled are undertaken through attendance at the institute on a regular basis</p> <p><b>Inbound International Student:</b> a student studying on-campus in Australia who is the holder of an International Student visa granted under the Australian Government’s Education Services for Overseas Students (ESOS) Act Amendment Bill 2007.</p> <p><b>Registered Training Organisation (RTO):</b> an organisation registered by a regulatory authority to deliver training and/or conduct assessments and issue nationally recognised qualifications.</p> <p><b>English Language Courses for Overseas Students (ELICOS):</b> ELICOS programs have been designed for inbound international students who require English language training. This can also include inbound international students intending to commence formal studies in Australia.</p> <p><b>Learner / Student:</b> A person who is currently enrolled in any program or course of study at Box Hill Institute or Centre for Adult Education, including international and exchange / student mobility students.</p>
<b>Related Procedures</b>	<p>The following procedures are linked below:</p> <ul style="list-style-type: none"> <li>• Student Attendance Procedure – BHI</li> <li>• Learner Grievance Procedure – BHI</li> </ul>
<b>Related Operating Guidelines</b>	Guidelines for Recording Student Attendance – BHI
<b>Related Forms</b>	See linked forms below.
<b>Related Policy, Legislation and Regulation</b>	<p>Internal</p> <ul style="list-style-type: none"> <li>• BHI Learner Grievance Policy – BHI</li> </ul> <p>External</p> <ul style="list-style-type: none"> <li>• Standards for NVR Registered Training Organisations – Essential Standards for Continuing Registration</li> <li>• Education Services for Overseas Students (ESOS) Act Amendment Bill 2007</li> <li>• ESOS National Code of Practice 2007: Standard 11: Monitoring Attendance</li> </ul>
<b>Records</b>	Records will be maintained in accordance with the requirements of Box Hill Institute’s Records Management Policy and Procedure.
<b>Review</b>	This policy and any associated procedures must be reviewed no later than five (5) years from the date of approval. The policy and associated procedures will remain in force until such time as they have been reviewed and re-approved or rescinded. The policy and procedures may be rescinded or amended as part of continuous improvement prior to the scheduled review date.

<b>Approval Body</b>	CEO
<b>Endorsement Body</b>	VET Board of Studies
<b>Document ID</b>	POLSA44
<b>Date Approved</b>	30 September 2014
<b>Owner</b>	Executive Director, Academic Affairs (VET & HE)
<b>Author</b>	Executive Manager, Quality
<b>Amendment</b>	9 April 2019 - Minor administrative changes to remove reference to 'BHIG' and 'CAE'

---

**Linked Files:**

1. Guidelines for Recording Student Attendance
2. Student Handbook Template – BHI
3. Student Attendance Procedure – BHI
4. Learner Grievance Policy – BHI
5. Learner Grievance Procedure – BHI