

Attendance Record & Monitoring Policy and Procedure (For VET Course Only)



Policy

This document outlines procedures to ensure that attendance for all VET International students is consistently recorded and monitored in line with Standard 8.0 of the ESOS National Code 2018. The policy aims to identify students with low attendance early, enabling Blue Lotus College (BLC) to offer timely support. All staff are informed of this policy and related attendance requirements during the BLC Staff Induction and ongoing professional development.

Responsibility

The Student Services Manager is responsible for implementing this policy and ensuring both staff and students are aware of its procedures and applications.

Scope

This policy applies to all VET international students enrolled at BLC.

Procedure

Recording Student Attendance

- Attendance is monitored for each session through the "Class Attendance Record," with trainers accessing the Student Management System to update attendance. Trainers must notify Student Services Manager if discrepancies are found in the student list. Trainers must ensure that attendance records and student lists remain accurate.
- Attendance is recorded twice per session (morning and afternoon) i.e. at the start and end of the each session. Students arriving late or missing part of a session will have their attendance hours adjusted in the Student Management System.
- The Student Management System will project each student's attendance.
- Relevant staff, including Student Administration and Trainers, are briefed on this process and the importance of accuracy during staff induction and through ongoing monitoring by the Training Manager.

Monitoring Student Attendance

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- The Student Services Manager monitors attendance weekly to help students improve poor attendance records.
- At the start of each course, the Student Management System is updated with students' required course hours.
- If a student misses a full week, the trainer emails the student to stress the importance of attendance for satisfactory course progress. If absence continues for consecutive weeks, the trainer informs Student Services Manager, who will follow up with a call, SMS, or email.
- BLC does not report students to government agencies via PRISMS for unsatisfactory attendance. Reporting is based solely on unsatisfactory course progression, as per the BLC Course Progress Monitoring Policy and Procedures.