

## 1. Purpose

The purpose of this document is to ensure that Sunraysia Institute of TAFE is compliant in monitoring attendance for International students studying ELICOS at the Institute.

## 2. Scope

This policy applies to all international students enrolled in ELICOS courses and relevant staff of Sunraysia Institute of TAFE.

## 3. Policy

### 3.1. Attendance Requirements.

- 3.1.1. ELICOS students must, as a condition of their Student Visa, maintain a minimum rate of 80% attendance over the course of their study. If attendance falls below this and it is clear that the student will not be able to reach 80% by the end of the course, the Institute is required to report the student to DIBP.
- 3.1.2. Students will be advised of their responsibilities to attend class by the International Students Unit (ISU) upon commencement. The Institute will monitor, record and report student's attendance. Accurate and systematic records of the attendance must be maintained.
- 3.1.3. Leave of absence from a class for compassionate or compelling circumstances will be taken into account provided that original or certified documentation is provided to the ISU.
- 3.1.4. Where compassionate or compelling circumstances exist, the Student Support Services Unit will provide support.
- 3.1.5. When it is clear a student will **NOT** attain an 80% attendance rate by the end of his/her course, the student will receive written notification from the International Students Unit of their intention to report the student to DOE/DIBP for unsatisfactory attendance.
- 3.1.6. Students who satisfy the minimum requirements for their course will be awarded a Certificate of Attendance by the Institute. This certificate is essential should the student wish to extend their visa for further study.
- 3.1.7. The student has 20 working days to access the Complaints and Appeals Policy and Procedure. Once he or she has received notification of intention to report to DOE/DIBP.
- 3.1.8. During the appeals process the student must attend classes.

**Warning – Uncontrolled when printed.**

## 4. Definitions

Acronym/Term	Definition
<b>Compassionate or compelling circumstances</b>	<p>Are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:</p> <ul style="list-style-type: none"> <li>○ serious illness or injury, where a medical certificate states that the student was unable to attend classes;</li> <li>○ bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);</li> <li>○ major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or</li> <li>○ a traumatic experience which could include: <ul style="list-style-type: none"> <li>▪ involvement in, or witnessing of a serious accident; or</li> <li>▪ witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)</li> </ul> </li> <li>○ where the registered provider was unable to offer a pre-requisite unit; or</li> </ul> <p>The inability to begin studying on the course commencement date due to delay in receiving a student visa.</p>
<b>DIBP</b>	Department of Immigration and Border Protection
<b>DOE</b>	Department of Education
<b>EBM</b>	Education Business Manager
<b>ELICOS</b>	English Language Intensive Courses for Overseas Students
<b>ESOS</b>	Education Services for Overseas Students Act 2000
<b>International Student</b>	A student holding an Australian student visa, enrolled in a Course for Overseas Students (CRICOS) registered course at Sunraysia Institute of TAFE.
<b>ISU</b>	International Students Unit
<b>PRISMS</b>	The Provider Registration and International Students Management System

## 5. Legislative Context

- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007-Standard 11- Monitoring attendance.
- Education Services for Overseas Students (ESOS) Act 2000

## 6. Associated documents

### 6.1. Associated Policies

- Student Complaints and Appeals Policy

**Warning – Uncontrolled when printed.**

## **6.2. Associated Procedures**

- ELICOS Delivery Procedure
- Student Complaints Procedure
- Student Reviews and Appeals Procedure

## **6.3. Associated Forms**

- Class attendance Record Sheets

## **6.4. Other associated documents**

- Nil

## **7. Responsibility**

The Director Education is responsible for ensuring compliance with this policy, and its associated procedures and systems.

## **8. Review Frequency**

This policy is to be reviewed every three (3) years.

**Warning – Uncontrolled when printed.**

---

**Authorised by:** Board

**Endorsed by:** the Executive

**Next review date:** 6/04/2017

**Maintained by:** Geoff Dea

**Policy number:** Under review

**Original issue:** 30/11/2009

**Last review date:** 6/12/2016

Page 3 of 3

---