

<h1>Course Progress &amp; Attendance Policy</h1>		<b>BCA National Policy Manual</b> <b>Policy Number:</b> BCAP0091 <b>Date of Issue:</b> 17/04/2015 <b>Reviewed Date:</b> 20/03/2017 <b>Next Review Date:</b> 20/03/2018 <b>RTO Code:</b> 91758 <b>CRICOS Code:</b> 03419D	
		Authorised by: BC	Issued to: RTO staff & students

## 1. Purpose

BCA National records and monitors the academic progress of all students to assist them towards the successful completion of their course and, where necessary, directs them to the appropriate source of personal and/or academic assistance. Attendance at all classes, lectures, tutorials and workshops must be regular and punctual. Holidays, part-time employment and personal appointments should be arranged so that attendance is not affected. Students are expected to provide appropriate documentation to explain all absences from classes.

## 2. Attendance Procedure

### 2.1 Roll Call

A class roll will be organised for each class (lecture, tutorial or workshop). The trainer will make the class roll available at the commencement of the class and it is the student's responsibility to sign the roll next to their name on arrival to confirm their attendance, not the trainer. Trainers will not chase students for signature and students who have not signed the roll will be marked as absent. At the end of the class, the trainer will complete the number of hours that each student attended the class to verify attendance and signs-off on the roll for entry into the student management system for each student. This becomes a student's record of attendance.

Students must attend at least 80% of scheduled course contact hours. Should a student's attendance fall below 80%, attendance or if they fail to attend 5 consecutive days without notice academic progression will be closely monitored (through the implementation of an Intervention strategy) and may be to be reported to the Secretary of DIBP via PRISMS.

### 2.2 Failure to attend or submit assessments by due date

Failure to attend an assessment or failure to submit by a due date must have an assessment consequence, the most serious being "Not Yet Competent". Where failure to attend impedes group work then it is permissible to exclude a student. Exclusion will result in an outcome of Not Yet Competent for the group assessment.

Students are expected to provide appropriate documentation to explain all absences from classes:

- a) Students unable to attend a timetabled class or work placement due to illness will be required to submit an *Absence from Class or Assessment Form* and medical certificate completed by a registered medical practitioner, to the Training Coordinator within seven days of the missed class or exam. An *Absence from Class or Assessment Form* can be downloaded from the Student Resources section of our website section of our website at <https://www.bcanational.edu.au/international/information/student-portal>.
- b) Students unable to submit an assessment or sit an exam due to compassionate or compelling circumstances, ie circumstances of serious illness or misadventure beyond their control, may be eligible for special consideration. An *Application for Special Consideration Form*, with the appropriate supporting documentation attached, must be lodged with the Training Coordinator

within three working days of the missed assessment or exam. An *Application for Special Consideration* can be downloaded at <https://www.bcanational.edu.au/international/information/student-portal>

### 3. Academic Progression Procedure

#### 3.1 Satisfactory academic progress

In accordance with Standards 9 and 10 of the National Code 2007, international students are required to achieve satisfactory academic progress during each term in order to successfully complete their course of study within the expected duration as specified in their Confirmation of Enrolment (CoE) and the conditions of their student visa issued by the DIBP. Satisfactory academic progress is defined as achieving competency in at least 50% of their assessments within each term. Students are required to successfully complete each term before progressing to the next.

#### 3.2 Course progress monitoring

Course progress is monitored and recorded throughout the term. A series of alert letters will be issued and an intervention strategy implemented if academic progress begins to decline, escalating to the company issuing a notice of intention to report where an international student is failing or not deemed competent in 50% of their units of competency within the term. International students who do not achieve satisfactory academic progression within each term will be advised of BCA National's intention to report the breach to the Secretary of DIBP via PRISMS, which may result in the cancellation of their student visa.

International students should refer to the company Course Completion in Expected Period policy at Policy BCAP0094 for more information on the requirements of their visa to study at BCA National.


### 4. Legislation

Legislation which applies to this policy:

1. Standards for Registered Training Organisations 2015.
2. Education Services for Overseas Students Act 2000 (ESOS Act 2000 as amended), Education Services for Overseas Student Regulations 2001 (ESOS Regulations 2001 as amended).

### 5. Responsibility

- Chief Executive Officer.
- National Training & Education Manager.
- Training Coordinators.

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