Attendance Policy and Procedure

Version 002

Contents

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Version: 002
Responsibility: Principal Executive Officer
Published: 8 September 2025
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Australian Institute of Language and Further Education (AILFE)
RTO No.: 41041
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Introduction

AILFE ensures that it supports learners to achieve successful outcomes in their chosen courses and/or qualifications and respects the rights of all learners to a positive learning environment with minimal distraction.

Purpose

To promote a positive and rich learning environment at AILFE for all students, assist all students with the satisfactory completion of all courses and respect the rights of all learners to an uninterrupted learning setting.

Scope

This policy and procedure applies to all courses offered by AILFE for qualifications and Statements of Attainment issued under the Australian Qualifications Framework.

Responsibilities

Training and Assessment, Administration

Definitions

Term	Definition
Access and Equity	Means AILFE's policies and approaches aimed at ensuring that VET is responsive to the individual needs of clients whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment or remote location may present a barrier to access, participation and the achievement of suitable outcomes.
Client	Means a learner, enterprise or organisation that uses or purchases the services provided by AILFE.
Learner	Means a person being trained and/or assessed by AILFE for the purpose of issuing Australian Qualifications Framework (AQF) certification documentation.

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Term	Definition
RTO Operations	Means the operations of AILFE, including training, assessment and administration and support services related to its registration, including those delivered across jurisdictions and offshore.
Unique Student Identifier (USI)	Unique Student Identifier (as per the meaning given to it by the *Student Identifier's Act 2014*; an identifier assigned to an individual by the Registrar under section 10 or 12 of the Act).

Policy Statement

AILFE promotes and fosters as much as possible a positive learning environment free from unnecessary interruption while maximising every student's right and ability to learn and achieve the learning outcomes of their course. It is important to note that the attendance records are legal documents and may be subpoenaed to a court upon request. As such, all AILFE attendance documentation should be handled as legal documents.

- Each trainer and assessor will be provided with a class list for each class that they are responsible for, providing them with a guide as to which students are expected in the class;
- The class list is to be prepared for trainers and assessors prior to the commencement of each class by administration staff;
- The trainer and assessor is responsible for completing the class attendance list during each class; and
- The trainer and assessor is responsible for forwarding the completed class list to administration staff for entry on the student database.

Procedure

Attendance / Class List

Each class list must have the following information provided by administration staff:

- Student Name;
- Class Name/Course Name/Subject Code;
- Trainer and Assessor Name;
- Date of Class Attendance; and
- Attendance Record.

Trainers and assessors must complete the class list as follows:

- Confirm the class list is the correct list for the class;
- Confirm the class details (code/subject name/date etc.) are correct.

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- Mark the attendance of each student at the beginning of the class using the following codes:
    - P = Present
    - A = Absent
    - L = Late (note time frame of lateness)
    - E = Left Early (note time of departure)
    - Att. = Attachment included (medical certificate etc.)
- Where a medical certificate is attached to the class list and provided to administration, administration staff must take a copy of the original if an original has been provided and return the original to the student for their own records; and
- Where a trainer and assessor notices that a student has been absent for five (5) days or more, they must notify administration who must:
    - Try to contact the student by phone to confirm their wellbeing;
    - Record all contact against the student's name in the company's Student Management System; and
    - Monitor ongoing attendance and absenteeism to determine the impact on the student's learning and assessment in the course.

Late Attendance

To protect the right and ability of all learners to learn in an uninterrupted learning environment, it is the policy of AILFE that students will not be permitted to enter the classroom if they are more than 15 minutes late for any particular session where they have not previously informed the trainer and assessor of their anticipated late arrival.

In general, classes are made up of two sessions with a break between sessions. If students are more than 15 minutes late for the first session and denied entry, they are able to re-join the class during the second session provided they are no more than 15 minutes late for the subsequent session and will be marked absent for the first session.

Students who do not return to class for the second session within the first 15 minutes after the scheduled break will be marked absent for the second session and denied entry.

Database Entry of Attendance

Attendance and absenteeism is monitored on the student database to assist training and assessment staff in providing optimal learning opportunities and also as a mechanism to monitor the training provided as part of a funded program, corporate program which may require mandatory attendance or for example to monitor the classroom attendance of an apprenticeship:

- The class attendance list is to be added to the database for all classes no later than close of business on the Monday of the following week of the class list;
- Where the class attendance list is incomplete or inaccurate, it is to be returned immediately to the trainer and assessor responsible for that class to rectify;
- Upon entry, all entered class attendance lists are to be filed in the 'Attendance' file by class and then by week; and
- At the end of each course or term, the filed class attendance lists are to be transferred to the archive.

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Student Support

Where it is identified by a trainer and assessor or administrative staff member that a student is experiencing ongoing absenteeism that may impact on their ability to meet course outcomes, they must immediately notify student services and the Operations Director.

Related Documents

- Attendance Sheet

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