

ATMC Professional Year - Attendance and Leave Policy

Contents

1. Purpose	1
2. Scope.....	1
3. Responsibilities	1
4. Abbreviation and Definitions	2
5. Requirements/Process.....	2
5.1 Attendance Requirements	2
5.2 Coursework Attendance and Intervention Strategies	3
5.3 Internship Attendance and Intervention Strategies	6
5.4 Leave, Cohort Transfers, and Class Allocation	7
6. Document Control.....	8

1. Purpose

The purpose of this policy is to establish requirements and process for:

- Effectively monitoring student's attendance
- Making timely intervention for unsatisfactory attendance
- Effectively and equitably assessing student applications for leave on grounds of compassionate and/or compelling circumstances
- Ensuring that all participants complete their internship as scheduled.
- Making necessary arrangements for participants to complete their course such as suspension of enrolment, transfer to a later cohort and deferral of graduation where necessary.

2. Scope

This policy applies to all current participants undertaking the ATMC Professional Year programs and all PY staff involved in attendance monitoring.

3. Responsibilities

- The **Head of Professional Year (HPY)** is responsible for the implementation of this policy.
- All **PY Trainers** and **PY Student Support staff** at ATMC are responsible for recording participants' attendance.
- The **Operations and Compliance Manager** is responsible for ensuring that all staff and participants are aware of this Policy application and requirements.
- All **participants** enrolled in the Professional Year at ATMC must comply with this attendance policy as outlined below.



- This policy is made available to staff and participants within the PY Student Handbook, Moodle (LMS) and ATMC website.

4. Abbreviation and Definitions

Terms	Definition
Attendance	Attendance means physically being in the classroom or workplace and being involved in learning activities organised by the trainers.
ACS	Australian Computer Society
APYP	Accounting Professional Year Program
Compassionate and compelling circumstances	Compassionate and compelling circumstances are defined as circumstances which are generally beyond the control of the student, and which have an adverse impact on the student's capacity and/or ability to attend scheduled classes for a significant period during their course enrolment.
HPY	Head of Professional Year
OCM	Operations and Compliance Manager
AM	Academic Manager
PY	Professional Year

5. Requirements/Process

ATMC actively monitors participants' attendance in the Professional Year (PY) Program in order to meet the attendance requirements as prescribed by DHA and the associated professional bodies.

5.1 Attendance Requirements

- 5.1.1 All PY participants are required to attend **100%** all scheduled formal learning (face-to-face classes and all set internship training days) of the program. These attendance requirements are **compulsory and non-negotiable**. *Due to Covid-19 restrictions and safety measures, face-to-face classes may be replaced with online delivery mode.*
- 5.1.2 ATMC PY Program is proactive in notifying and supporting participants who are at risk of failing to meet the attendance requirements with a relevant warning system and intervention strategy.
- 5.1.3 Any absence should be supported by documentary evidence within two (2) weeks of the event or before return to class/placement, whichever is sooner.
- 5.1.4 Documentary evidence may include:
 - Medical certificates from a registered medical practitioner;
 - Police report;
 - Court notice;
 - Statutory declaration; or
 - Other official document.
- 5.1.5 ATMC Professional Year may seek confirmation and/or further information from the issuer of a certificate.
- 5.1.6 Certificates not written in English must be translated into English by approved translators.
- 5.1.7 Failure to provide evidence supporting an absence may result in warning issuance.
- 5.1.8 Absence or lateness should be notified in advance to the trainer or host company supervisor via email or MS Teams.



- 5.1.9 Under compelling or compassionate circumstances (*please refer to SC12 Definition of extenuating circumstances document*) participants may apply for leave of absence, using the ATMC Course Variation Form. ATMC PY gives no guarantees that leave will be granted, and applications will be considered on a case-by-case basis.
 - APYP requirement - Participants requiring emergency leave should apply to their Provider and applications will be assessed on a case-by-case basis by the Provider.
 - ACS Requirement - Special/Emergency Leave requests will be addressed on a case-by-case basis and must be approved by ACS prior.
- 5.1.10 Applicable to **ACS participants only**:
 - Must maintain a minimum of six (6) CPD hours through attending registered ACS events
 - Remain in Australia during the PE Online
 - Successfully pass all in-class components prior to commencing the internship and PE Online Course
- 5.1.11 When assessing applications for leave, on grounds of compassionate and compelling circumstances, copies of supporting documents will be saved in RTO Manager, together with a record of the decision and the basis for the decision.
- 5.1.12 If a student’s absence has been caused by either a critical incident or other compassionate and compelling circumstances, ATMC PY will initiate the response and support procedures for critical incident/compassionate and compelling circumstances.
- 5.1.13 To determine whether compassionate and compelling circumstances exist as sufficient grounds to explain a student’s absence, ATMC PY will not accept certificates from homeopaths, non-registered traditional medical practitioners, herbalists or other non-accredited practitioners.
- 5.1.14 Where attendance falls below program requirements without supporting evidence, a warning will be issued, and participant enrolment may be withdrawn.
- 5.1.15 Where attendance falls below program requirements and supporting evidence has been provided, a transfer to a new cohort, subject to availability, or extension to placement will be considered, by the Operations and Compliance Manager and the Academic Manager, on a case-by-case basis, in line with ACS and APYP frameworks and requirements.

5.2 Coursework Attendance and Intervention Strategies

Primary consideration is given to supporting participants in completing the program in the most expedient manner. This includes ensuring the completion of all parts of the classwork and meeting the minimum attendance requirement of 250 hours for total classwork.

5.2.1 Breakdown of Daily Class Delivery:

9:00 AM - 11:00 AM	Teaching period
11:00 AM- 11:15 AM	Morning break
11:15 AM - 1:15 PM	Teaching period
1:15 PM -1:45 PM	Lunch break
1:45 PM - 3:45 PM	Teaching period
3:45 PM- 4:00 PM	Afternoon break
4:00 PM - 5:30 PM	Teaching period



5.2.2 Attendance will be recorded by the class trainer using the provided Class Attendance Roll Template in SharePoint.

5.2.3 Attendance will be taken at the start of each Teaching period in the Daily Class.

5.2.4 Attendance record will be amended to “A” for participants who join the Teaching period within **30 minutes** before the end of class.

5.2.5 Attendance will be recorded using the following criteria:

Symbol	Meaning	Criteria	Outcome
P	Present	Present at the start of teaching period	Full attendance recorded
L	Late	Not present at the start of the teaching period or arrived some time later OR Left some time before the end of teaching period	Accumulation of missed hours of coursework is recorded. A warning may be issued where absence is not supported by evidence.
A	Absent	Not present for the entire teaching period	Attendance penalty for the entire Teaching period or Daily Class is recorded Participant must attend a make-up class arranged by the ATMC Student Support Team (compulsory) A warning will be issued where absence is not supported by evidence.
E	Excused	Not present for the entire teaching period and has provided advanced notification (for example pre-approved leave)	Attendance penalty for the entire Teaching period or Daily Class is recorded Participant must attend a make-up class arranged by the ATMC Student Support Team (compulsory)

- 5.2.6 If a student misses scheduled classes, their course plan is adjusted to allow course completion:
- Where a student takes leave that is unapproved (is “absent”) – the student may be required to extend their completion date. This may require a class transfer.
 - Where a student takes leave that involves travel outside of Australia – the student will be required to extend their completion date. This may require a class transfer.
 - Where a student takes leave that is approved on compassionate or compelling circumstances (“approved leave”) – the student may be offered additional classes on other days of the week (“make-up” classes) to prevent or reduce the need for an extension. This may not require a Class Transfer.
 - In a situation where PY participants are granted approved leave of absence for a period of 2 weeks or more where they will be absent for an entire study module (2 consecutive weeks), participants will be required to repeat the whole module and related assessment tasks. This



may require a transfer to a different cohort by completing the ATMC PY Course variation form (fees apply).

- 5.2.7 Make up classes may only be offered if:
- They are provided for classes missed that were the result of approved leave.
 - If participant's attendance is falling below program requirements.
 - They provide academic value in contributing to the completion of required classwork.
 - The number of make up classes should not compromise the integrity of the program (generally limited to a total of 2 instances, dependent upon individual circumstances).
- 5.2.8 If a student fails to attend any PY class and is unable to provide a compassionate and compelling reason supported by documentary evidence to justify the absence, PY Student Support Team will issue a warning as per ATMC PY Warning Issuance Policy and the PY Administration fees of **AUD\$75 (Inc. GST)** to arrange a make-up class will apply.
- 5.2.9 If a student fails to attend scheduled make-up classes without a compassionate and compelling reason supported by documentary evidence, PY Student Support Team may reschedule the make-up class and the ATMC PY Administration fees of **AUD\$125 (Inc. GST)** will apply.
- 5.2.10 To commence the program extension process, participants are advised that they must apply for a "Course Variation Request" to allow PY Student Support Team to organise their classes and monitor their attendance accordingly.
- 5.2.11 If participants fall below the required attendance requirement because of repeated missed classes, a warning will be issued (as per ATMC PY Warning Issuance Guidelines) based on the extent of their absence. Participants will be notified to attend a mandatory intervention meeting with the Academic Manager and the Operations and Compliance Manager. An intervention plan is discussed and agreed with the participants and copy of the documents will be sent to all parties and kept in participants' files.
- 5.2.12 If a participant does not respond to previous emails or formal notifications as advised by the PY SS team, the participant will receive a formal course cancellation letter informing them of ATMC PY's intention to cancel their enrolment.
- 5.2.13 Participants have up to 20 working days to submit an appeal (as per the ATMC PY Complaints and Appeals Policy and Procedure).
- 5.2.14 Possible grounds for participants to submit an appeal against enrolment cancellation due to unsatisfactory attendance include:
- ATMC Professional Year had not communicated the Attendance and Appeals Policy and Procedure to participants.
 - ATMC Professional Year had not recorded or calculated the participants' attendance correctly.
 - ATMC Professional Year had not implemented the intervention and support strategies in accordance with its documented policies and procedures.



- The participant believes that they have provided sufficient evidence to support their claim for reinstatement.

5.2.15 All participants' appeals against enrolment cancellation due to unsatisfactory attendance will be registered, investigated, and determined in accordance with ATMC PY Complaints and Appeals Policy and Procedure.

5.2.16 If a participant appeals against their enrolment being cancelled, their enrolment will be maintained, and the student will be expected to maintain satisfactory attendance and to meet all program requirements throughout any appeal process.

5.2.17 If a student makes no appeal within 20 working days of receiving an Intention to Cancel letter, or if the appeal is unsuccessful or if participants withdraw their appeal, the Intention to Cancel will be converted to cancellation of enrolment, effective immediately.

5.2.18 If the appeal is successful, participants may be advised to apply for Course Extension for the missed classes. OCM and AM will decide if their enrolment is transferred to a later cohort.

5.3 Internship Attendance and Intervention Strategies

5.3.1 ATMC PY participants must complete internship requirements of minimum 240 hours over a period of 12 weeks. They are subject to the same attendance requirements established by the professional bodies.

5.3.2 Only under certain compelling or compassionate circumstances are participants' leave approved.

5.3.3 The interns' attendance requirements will also reflect the attendance requirements, policies, and procedures of their Host Companies.

5.3.4 The interns' attendance will be monitored by the Host Company supervisors, recorded, and reported in the Internship Logbooks and, if necessary, reported directly to the ATMC PY Internship Placement Consultant where the interns' attendance is unsatisfactory. ATMC PY Internship Team also perform monitoring checks during the 12 weeks period, which are recorded in the participants' profiles.

5.3.5 If a Host Company Manager/Supervisor reports an intern's attendance as requiring improvement the ATMC PY Internship Placement Consultant will send an official warning letter reminding the Intern of their attendance requirements and of the consequences of unsatisfactory attendance. The letter will also require the intern to attend an appointment scheduled by the ATMC PY Internship Placement Consultant for advice and support.

5.3.6 If an Intern's attendance remains unsatisfactory after receiving the letter and advice from both their Host Company Supervisor and the ATMC PY Internship Placement Consultant, the Host Company Manager/Supervisor will report that Intern's attendance as being 'unsatisfactory and unacceptable.'

5.3.7 ATMC PY will send the interns an Intention to Cancel letter via email informing them that due to their unsatisfactory internship attendance, which is a violation of their signed Internship Agreement, ATMC PY has suspended their internship placement. The Intention to Cancel letter



will also inform them of their right to lodge an internal appeal against their internship being suspended within twenty (20) working days from the receipt of the letter.

5.3.8 If a participant does not respond to previous emails or formal reminders/notifications of non-submission of Internship Logbook as advised by the PY Internship team, the participant will receive a formal course cancellation letter informing them of ATMC PY's intention to cancel their enrolment.

Participants **will be required** to submit their Internship Logbook (late submission) by lodging an appeal within twenty (20) working days of receiving an Intention to Cancel letter. The Logbook will **NOT** be accepted without submission of an appeal against the Intention to Cancel the enrolment notification.

5.3.9 Participants can appeal against the internship suspension on the grounds that:

- ATMC Professional Year had not made the Internship Attendance and Appeals policies and procedures available to participants; and/or
- The Host Company and thereby the ATMC Professional Year Department had not recorded or calculated the participants' internship attendance correctly; and/or
- ATMC Professional Year Department had not implemented its intervention and support strategies to the participants.
- Participants may experience compassionate and/or compelling circumstances which make it impossible for them to attend their internship placement. They must apply for a "Course Variation Request" if they can justify and provide sufficient evidence before their leave.
- The student has submitted validated medical certificates relating to a significant loss of Internship time resulting in a resumption of their internship.

5.3.10 If a participant appeals against their enrolment being cancelled, their enrolment will be maintained, and the student will be expected to maintain satisfactory attendance and to meet program requirements throughout any appeal process.

5.3.11 If a student makes no appeal within twenty (20) working days of receiving an Intention to Cancel letter, or if the appeal is unsuccessful or if participants withdraw their appeal, their internship suspension will be converted to cancellation of enrolment.

5.3.12 If a student successfully appeals against internship suspension and cancellation of enrolment, they will be expected to either resume their internship with their Host Company (if this is agreed by the Host Company) or commence a new internship placement with a different Host Company (ATMC PY fees apply)

5.3.13 For ACS PY participants, ACS PY will be informed of the Appeal outcome and of the consequent change of completion date.

5.4 Leave, Cohort Transfers, and Class Allocation

5.4.1 If a student successfully applies for leave of absence and/or successfully appeals against having their enrolment being cancelled, they will be expected to catch up for the lost class time and successfully



complete all subjects/units of study. This may result in transfer of enrolment to a later cohort in which they will resume and complete their course.

5.4.2 Participants whose programs are extended by way of deferral and cohort transfer may, at the discretion of ATMC, be reassigned to a new class to ensure that all units of study are undertaken.

Requirements for class allocation are as follows:

- Participants will not be allocated to classes where their allocation would result in class capacity exceeding 25 participants.
- Participants should not be allocated to classes wherein a unit of study is already underway.
- Participants should not be allocated to a class in the middle of a Study Period.
- PY Trainer allocation to classes may be subject to change throughout the entire ATMC PY Program.

5.4.3 All changes of cohort will be recorded within RTO Manager (and reported to ACS PY for ACS PY participants). Variable fees may incur according to the PY Table of Fees document.

5.4.4 As ACS PY participants must remain in Australia throughout the entire duration of the ACS Professional Environments Online Course, no leave should be taken during this time. Exceptions are extenuating circumstances, in which case, the student must advise both ATMC and ACS before leaving the country. Each application will be treated individually and will not necessarily be standard for all leave applications.

6. Document Control

Document name	ATMC PY Attendance and Leave Policy
Document Code	PY2.0 ATMC PY Attendance and Leave Policy v1.1 07062022
Document Version	V1.1
Department	Professional Year
Last Modified Date	07 June 2022
Next Review Date	07 June 2022
Document Owner	Head of Professional Year
Document Controller	Operations & Compliance Manager
Organisation	Australian Technical and Management College