

# Policy – Attendance

**Navitas Professional**  
**ABN 25 100 404 199**

## Document

<b>Document I.D.</b>	NP-01.01-179P Attendance Policy
<b>Responsibility</b>	National Operations Manager, NP
<b>Initial Issue Date</b>	28 January 2020

## Version Control

<b>Issue Date:</b>	<b>Summary of Changes</b>	<b>Review Date</b>
28 January 2020	Initial document, v1.0	28 January 2022

# 1. Purpose and Scope

The purpose of this policy is to outline Navitas Professional's requirements and monitoring processes for participant attendance in classes and placements.

Navitas Professional (NP) is committed to providing a fair and transparent attendance requirement for all participants.

This policy applies to all of Navitas Professional's programs and participants.

## 2. Policy

### 2.1 Attendance Requirements

2.1.1 Navitas Professional monitors attendance to ensure a participant's attendance meets the requirements of the DHA, and/or relevant professional body program requirements and/or relevant Training Package or VET accredited course requirements.

2.1.2 All Navitas Professional Programs have a 100% attendance requirement.

2.1.3 Any absence should be supported by documentary evidence within two weeks of the event or before return to class/placement, whichever is the sooner.

2.1.4 Absence or lateness should be notified in advance to the trainer or host company supervisor via email or sms.

2.1.5 Documentary evidence may include:

- Medical certificates from a registered medical practitioner or pharmacist. **NOTE:** Navitas Professional does not accept medical certificates from online medical sources;
- Police report;
- Court notice;
- Statutory declaration; or
- Other official document.

2.1.6 Failure to provide evidence supporting an absence may result in warning issuance.

2.1.7 Applications for pre-approved absence must be made using a leave application form available from the Navitas Professional State office. Pre-approved absence may be granted for compassionate and compelling circumstances such as family emergency, hospitalisation etc. and will be considered, by the State Operations Manager/ Team Leader, on a case-by-case basis.

2.1.8 Where attendance falls below program thresholds without supporting evidence, participant enrolment may be withdrawn, refer to Appendix A for program thresholds.

2.1.9 Where attendance falls below program thresholds and supporting evidence has been provided, a transfer to a new cohort, subject to availability, or extension to placement will be considered, by the State Operations Manager/ Team Leader, on a case-by-case basis, refer to Appendix A for program thresholds.

### 2.2 Attendance Monitoring – during coursework

2.2.1 Attendance will be recorded in the Student Management System by the class trainer.

2.2.2 Attendance will be taken 30 minutes after the start of any teaching session e.g. 30 minutes after morning start, 30 minutes after return from lunch, 30 minutes after evening start etc.

2.2.3 Attendance record will be amended to "L" for participants who leave more than 30 minutes before the end of class.

2.2.4 Attendance will be recorded using the following criteria:

Symbol	Meaning	Criteria	Outcome
<b>P</b>	Present	Present at or before 30 minutes after start of teaching session	Full attendance recorded
<b>L</b>	Late	Not present at or before 30 minutes after start of teaching session but arrived some time later OR Left before the end of teaching session	Attendance penalty for the entire teaching session e.g. 4 hours for morning session, 4 hours for evening session etc.  A warning may be issued where absence is not supported by evidence.
<b>A</b>	Absent	Not present for the entire teaching session	Attendance penalty for the entire teaching session e.g. morning session, evening session etc.  A warning may be issued where absence is not supported by evidence.
<b>E</b>	Excused	Not present for the entire teaching session and has provided advanced notification e.g. pre-approved leave, withdrawn etc.	Attendance penalty for the entire teaching session e.g. morning session, evening session etc.

## 2.3 Attendance Monitoring – during internship

- 2.3.1 Attendance should be monitored by the placement Host Company and notified to Navitas Professional.
- 2.3.2 Participants must adhere to the procedures for sick or special leave as outlined in the Workplace Protocol document.
- 2.3.3 Internship Placement Coordinators will note attendance at the mid-placement review.

## 2.4 Complaints and Appeals

- 2.4.1 All Complaints relating to attendance will be addressed in a fair and equitable manner in accordance with NP's Complaints and Appeals Policy.
- 2.4.2 Participants who believe they have been treated unfairly are encouraged to use NP's complaints and appeals procedures. NP will promptly and thoroughly investigate all complaints and appeals in accordance with stated procedures.
- 2.4.3 Participants also have the right to appeal against any decisions as set out in NP's Complaints and Appeals Policy

## 3. Responsibilities

The following are responsible for this policy: -

- The **Director, NP** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.

- The **National Operations Manager, NP** and **State Operations Managers/Team Leaders, NP** are responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.
- **NP Employees** are responsible for being aware of, and complying with this Policy.

## 4. Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

- **NP** – Navitas Professional.

## 5. Review

This Policy is reviewed every 2 years by the National Operations Manager, NP in accordance with Navitas Professional Policy review cycle.

## 6. Records

All records in relation to this policy will be managed as follows

Record type	Responsible	Location	Retention
Attendance Record	State Administration Officer	Local Network Drive	7 years
Participant File	State Administration Officer	Local Network Drive	7 years

## 7. Related documents

- Program Participant Handbook
- Workplace Protocols
- NP-01.01-06P Complaints and Appeals Policy

## Appendix A – Program Attendance Thresholds

Program	Threshold	Possible remediation
Professional Year Program – Coursework Component	80% i.e. 13 x 4 hour teaching sessions	With evidence: cohort transfer Without evidence: forced withdrawal
Professional Year Program – Internship Component	Any absence that results in total placement hours falling below minimum duration requirements: Accounting: 240 hours ICT: 220 hours Engineering: 456 hours	With evidence: extend placement Without evidence: forced withdrawal
Career Experience Program – Coursework component	80%	With evidence: cohort transfer Without evidence: forced withdrawal
Career Experience Program – Internship component	Any absence that results in total placement hours falling below agreed minimum duration	With evidence: extend placement Without evidence: forced withdrawal
Professional Internship Program – Internship component	Any absence that results in total placement hours falling below agreed minimum duration	With evidence: extend placement Without evidence: forced withdrawal