Canberra Institute of Technology
RTO Code 0101 | CRICOS No. 00001K

Attendance Procedure

Contents

Owner: Executive Director, Education Futures and Students
TRIM Number: CIT2024/616
Category: Training
Approval for Open Access: (if no please provide reason)

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1. Associated Policy

The *Attendance Procedure* has been developed in conjunction with the *Attendance Policy*.

2. Scope

Where this procedure refers to CIT, it includes CIT Solutions.

This procedure applies to all Canberra Institute of Technology (CIT) staff required to keep records related to the attendance of students.

Other CIT policies and procedures apply – see examples in the references and supporting documents below.

3. Procedures

Separate procedures are provided for:

- standard students (non-apprentices/trainees)
- apprentices/trainees)
- international students
- senior secondary students.

3.1 Attendance and course progression – standard students (non-apprentices/trainees)

Step	Action	Responsibility
1	Record attendance electronically using the CIT-approved attendance record – Student Management System (SMS) Self-service Class Roster or eLearn	Educator
2	Review attendance records to monitor patterns of attendance against any course requirements	Educator
3	Where more than three consecutive absences for an entire session are recorded, or there are emerging patterns of late arrival/early departure, advise the Head of Department of potential risk of non-completion at each team meeting (refer: **Student Progression Policy** and **Course Teams Procedure**).	Educator
4	Where more than three consecutive absences for an entire session are recorded contact the student by: - phone using use number nominated in student information or CIT SMS -first or - email from the educator's CIT email address and TRIM message and follow up with - eLearn message.	Educator
5	Inform students, whose progression is being negatively affected by non-attendance, that their non-attendance is noted. Confirm with the student the rules of the withdrawal and refund policy. Identify issues, discuss	Educator

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Canberra Institute
of Technology

RTO Code 0101 | CRICOS No. 00001K

Step	Action	Responsibility
	learning options and supports. Discuss next steps with Head of Department.	

3.2 Attendance and course progression – apprentices and trainees

Step	Action	Responsibility
1	Record attendance electronically using the CIT-approved attendance record – Student Management System (SMS) Self-service Class Roster or eLearn	Educator
2	Review attendance records to monitor patterns of attendance against any course requirements and the Training Plan.	Educator
3	Where more than three consecutive absences for an entire session are recorded, or there are emerging patterns of late arrival/early departure, advise the Head of Department of potential risk of non-completion at each team meeting (refer: **Student Progression Policy** and **Course Teams Procedure**).	Educator
4	Inform students, whose progression is being negatively affected by non-attendance, that their non-attendance is noted. Identify issues, discuss learning options and supports. Confirm with the student the rules of the withdrawal and refund policy. Discuss next steps with the Head of Department.	Educator
5	Using the automated email feature in the Student Management System, contact the employer as soon as possible, when an apprentice/trainee is absent on a scheduled day of training at CIT, to ascertain the reason for the absence.	Educator or Department Administrator
6	Report in writing, to the Apprenticeship Administration Branch of Skills Canberra, any situation that cannot be dealt with by the teaching centre and where the absence has a potential to affect the apprentice's/trainee's performance.	Manager Australian Apprenticeships Team

3.3 Attendance and course progression – international students

International students studying ELICOS courses must meet the minimum requirement for attendance, which is 80 per cent of the scheduled contact hours for the course, or higher if required under state or territory legislation.

Refer: **International Students on student visas compliance with the ESOS Act Policy and Procedure**

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Step	Action	Responsibility
1	Record attendance electronically using the CIT approved attendance record - Student Management System (SMS) Self-service Class Roster or eLearn.	Educator
2	Review attendance records to monitor patterns of attendance against any course requirements.	Educator
3	When an international student has been absent for two consecutive classes: • phone the student using use number nominated in student information or CIT SMS -first, or • email the student from the educator's CIT email address and TRIM the message • follow up with eLearn message. Complete an International Student Notification form and send to the Pastoral Care Officer to be actioned. Confirm with the students the course requirements and discuss possible options to support the student. Refer: **Student Progression Policy** and **Course Teams Procedure**	Educator
4	Where more than three consecutive absences for an entire session are recorded, or there are emerging patterns of late arrival/early departure, advise the Head of Department of potential risk of non-completion at each team meeting. Refer: **Student Progression Policy** and **Course Teams Procedure**	Educator
5	Inform students whose progression is being negatively affected by non-attendance that their non-attendance is noted. Confirm with the student the course requirements policy. Identify issues, discuss learning options and supports. Refer the student to an International Student Advisor as actions may affect the student visa. *Note: Do not discuss withdrawal and refund policy with the international student*.	Educator

3.4   Attendance and course progression – post-school senior secondary students

It is expected that students will attend and participate in all scheduled classes/contact/time/structured learning activities for the units in which they are enrolled, unless there is due cause and adequate documentary evidence is provided.

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TRIM Number: CIT2024/616
Category: Training
Approval for Open Access: (if no please provide reason)

Approval Date: 5th April 2024
Next Review Due Date: 5th April 2026
Version: 1.0

Any student whose attendance falls below 90 per cent of the scheduled classes/contact time, or 90 per cent participation in structured learning activities in a unit, without having due cause with adequate documentary evidence will be deemed to have voided the unit.

Refer: *Board of Senior Secondary Studies Policy and Procedures Manual 2024*

Step	Action	Responsibility
1	Record attendance electronically using the CIT-approved attendance record – Student Management System (SMS) Self-service Class Roster or eLearn	Educator
2	Review attendance records to monitor patterns of attendance against any course requirements	Educator
3	Where more than three consecutive absences for an entire session are recorded, or there are emerging patterns of late arrival/early departure, advise the Head of Department of potential risk of non-completion at each team meeting (refer: *Student Progression Policy* and *Course Teams Procedure)*	Educator
4	Where more than three consecutive absences for an entire session are recorded contact the student by: • phone using use number nominated in student information or CIT SMS -first or • email from the educator's CIT email address and TRIM message and follow up with • eLearn message.	Educator
5	Inform students whose progression is being negatively affected by non-attendance that their non-attendance is noted. Confirm with the student the rules of the withdrawal and refund policy. Identify issues, discuss learning options and supports. Discuss next steps with Head of Department.	Educator

3.5   Establishing class rosters:

Course Reference Numbers (CRN), Class Rosters are generated automatically when the CRN is created in BANNER.

Step	Action	Responsibility
1	Request timetables from the Head of Department at the beginning of each semester for the following semester.	Team Leader - Centralised CRN Creation & Timetabling
2	Create semester timetables.	Head of Department or delegate

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TRIM Number: CIT2024/616 Next Review Due Date: 5th April 2026
Category: Training Version: 1.0
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Step	Action	Responsibility
	Send timetables to the Centralised CRN Creation and Timetabling Team, ideally within five weeks of receiving the request from the CRN Creation Team.	
3	Create classes in the Student Management System (SMS) (and eLearn automatically) and send a master copy of the CRN's to the Head of Department. *Note: rooms must be booked for each session to record attendance. Educator must be attached to the CRN.*	Centralised CRN Creation and Timetabling Team
4	Confirm the accuracy of CRNs and readiness for enrolment	Head of Department or delegate

3.6   Recording attendance using SMS/self-service class roster

Step	Action	Responsibility
1	Record attendance at the start of the scheduled session at the unit/subject level, using the required codes. Ensure attendance records are not projected on a screen that is visible to all class members. Refer: **Privacy Policy**	Educator
2	Update attendance at a later time in the session where necessary (for example to record late attendances, early leavers).	Educator
3	Complete the roll at the end of the session or no later than the end of the day the session occurred. *Note: Electronic submission from the designated educator's windows logged on account will be deemed the record as having been signed by the educator.*	Educator

3.7   Recording attendance and participation where an electronic roll is not available

Step	Action	Responsibility
1	Print 'Class Roster by CRN report' from SMS.	Educator
2	Record attendance on the Class Roster by CRN report at the start of the scheduled session at the unit level if attendance is for multiple units. *Note: All units and CRNs must be noted on the attendance record.*	Educator

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TRIM Number: CIT2024/616
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Approval Date: 5th April 2024
Next Review Due Date: 5th April 2026
Version: 1.0

Step	Action	Responsibility
3	Update the printed 'Class Roster by CRN Report' and record at a later time in the session where necessary (for example to record late attendances, early leavers).	Educator
4	Transcribe data from the printed 'Class Roster by CRN Report' into SMS when internet connectivity becomes available.	Educator Or delegated Teaching Department Administrator

3.8   Recording attendance and participation where student name is not on SMS

Step	Action	Responsibility
1	Where a person attends a scheduled session and their name is not on SMS, direct the person to Student Services to or the Teaching Department Administration Officer to determine the student's enrolment status at earliest possible opportunity. *Note: Students are not allowed to attend class if they are not on the electronic Class Roster.*	Educator
2	Advise the person of the actions required to finalise enrolment.	Student Services or Department Administration Officer

3.9   Attendance roll marking when designated educator is absent

Step	Action	Responsibility
1	If there is the absence of the designated educator request CRN Creation Team to add the name of the substitute educator to the CRN/s. Note the change of educator on the timetable and/or other compliance documents. *Note: Non-casual educators or Heads of Department may assign a replacement educator to a CRN*	Educator

3.10   Monitoring completion of attendance and participation records

Step	Action	Responsibility
1	Finalise attendance records at the completion of the training and assessment in preparation for end of semester Program Review and Improvement.	Educator

Owner: Executive Director, Education Futures and Students
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Version: 1.0

Step	Action	Responsibility
2	Monitor the frequency of late submission requests and/or non-completion of rolls to determine whether there are systemic barriers to timely completion, or the factors are within an individual educator's control.	Heads of Department.
3	Address issues of poor attendance records individually with educators.	Heads of Department.
4	Initiate procedures such as performance management where there is repeated evidence of failure to meet roll marking requirements.	Head of Department

4. Supporting Documents

4.1 Legislation/Regulation

- *Information Privacy Act 2014 (ACT)*
- *ACT Standards Compliance Guide for Australian Apprentices*
- *Privacy Act 1988*
- *ESOS Act (The National Code of Practice for provider of Education and Training to Overseas Students 2018)*
- *Board of Senior Secondary Studies Policy and Procedures Manual 2024*

4.2 Policy and Procedures

- *Attendance Policy*
- *Assessment Policy*
- *Student Progression Policy*
- *Privacy Policy*
- *International Students on student visas compliance with the ESOS Act Policy and Procedure*

4.3 Documents

- *International Student Notification form*

5. Definitions

All terminology used in this procedure is consistent with definitions in the CIT Definition of Terms.

Approved Attendance Codes	✓ = present ✓ L = arrived late ✓ E = left early ✗ = absent ✗ S = sick ✗ O = absent (other agreed leave / written application) NC = No class NR = Not Required

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