Course progress and attendance policy

1) Definitions
a) Attendance threshold – The minimum requirement for international students is 80% of scheduled contact hours.

b) Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student’s progress through a course. These could include:
   i) serious illness, where a medical certificate states that the student was unable to attend classes
   ii) bereavement of close family members such as parents or grandparents
   iii) major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
   iv) a traumatic experience which has impacted on the student (these cases should be, where possible, supported by police or psychologists’ reports)
   v) where AFTA Travel & Tourism College NSW was unable to offer a pre-requisite unit
   vi) inability to begin studying on the course commencement date due to delay in receiving a student visa

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

c) Expected duration – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS

d) Study period- A study period is defined as the length of time it takes to complete two modules (6 - 24 days depending on the modules).

e) Medical certificate – the college only accepts certificates issued by registered medical providers such as hospitals, doctors, dentists, physiotherapists, chiropractors, optometrists, ophthalmologists, psychiatrists and psychologists. The college does not accept certificates from alternative medical practitioners such as herbal practitioners, acupuncturists, Chinese therapists, massage therapists, iridologists, psychics etc.
2) Course Progress
a) AFTA Travel & Tourism College NSW will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

b) The course progress of all students will be assessed at the end of each term of enrolment.

c) To demonstrate satisfactory course progress, students will need to achieve competency in at least 50% of modules in any study period.

d) If a student does not achieve competency in at least 50% of modules studied in an study period, the Academic coordinator will meet with the student to develop an intervention strategy for academic improvement. This may include;

   i) additional supervised study sessions
   ii) tutorial assistance
   iii) other intervention strategies as deemed necessary

e) A copy of the student’s individual strategy and progress reports in achieving improvement will be forwarded to parents/guardians if students are under 18 Years of age (applies to local students only, international students must be 18 years or older).

f) The student’s individual strategy for academic improvement will be monitored over the following term by the Academic coordinator and records of student response to the strategy will be kept.

g) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, AFTA Travel & Tourism College NSW will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the college’s internal complaints and appeals process.

h) The college will notify DEEWR via PRISMS of the international student not achieving satisfactory course progress as soon as practicable where

   i) the student does not access the complaints and appeals process within 20 days, or
   ii) withdraws from the complaints and appeals process, or
   iii) the complaints and appeals process results in favour of the college

3) Completion within expected duration of study (course progression)

a) As noted in 2.a., AFTA Travel & Tourism College NSW will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

b) Part of the assessment of course progress at the end of each term will include an assessment of whether the student’s progress is such that they are expected to complete their course within the expected duration of the course.
c) AFTA Travel & Tourism College NSW will only extend the duration of the student’s study where the student will not complete their course within the expected duration due to:
   i) compassionate or compelling circumstances
   ii) student participation in an intervention strategy as outlined in 1.e.
   iii) an approved deferment or suspension of study has been granted in accordance with AFTA Travel & Tourism College NSW’s Deferment, Suspension and Cancellation Policy.

d) Where AFTA Travel & Tourism College NSW decides to extend the duration of an international student’s study, AFTA Travel & Tourism College NSW will report via PRISMS and/or issue a new COE if required.

e) International students must study at least one unit that is not by distance or online learning in each study period.

4) Course attendance
a) AFTA Travel & Tourism College NSW expects students to attend 100% of scheduled course contact hours. Satisfactory attendance is 80% of scheduled course contact hours.

b) Student attendance is:
   i) checked and recorded daily
   ii) assessed regularly
   iii) recorded and calculated over each term.

c) Late arrival and early departure from classes will be recorded and will be included in attendance calculations.

d) All absences should be accompanied by a medical certificate and an explanatory communication from the student’s carer (for local under 18 students, international students must be 18 years old or older)

e) Any absences longer than 5 consecutive days without approval will be investigated.

f) Student attendance will be monitored by the relevant Academic Coordinator every two weeks over a term to assess student attendance using the following method

   i) Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a term e.g. number of study days x contact hours x 20%

   ii) Any period of exclusion from class will not be included in student attendance calculations.

g) Students at risk of breaching AFTA Travel & Tourism College NSW’s attendance requirements will be counselled and offered any necessary support when their attendance has dropped to 85%.

h) If the calculation at 4.f. indicates that an international student has passed the attendance threshold for the study period, AFTA Travel & Tourism College NSW will advise the student of...
its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the AFTA Travel & Tourism College NSW internal complaints and appeals process except in the circumstances outlined in 4.j.

i) AFTA Travel & Tourism College NSW will notify DEEWR via PRISMS of an international student not achieving satisfactory course attendance as soon as practicable where:
   i) the student does not access the complaints and appeals process within 20 days
   ii) withdraws from the complaints and appeals process
   iii) the complaints and appeals process results in a decision for AFTA Travel & Tourism College NSW

j) Students will not be reported for failing to meet the 80% threshold where:
   i) the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate, and
   ii) has not fallen below 70% attendance.

k) Daily record keeping by teachers (class rolls)

   Rolls are printed from the student database for each class. Teachers are required to sign off each day.

   Teachers record student attendance on their class rolls using the following scheme:
   
   p1 = arrived to class late
   p2 = arrived after break
   p3 = arrived on time but left class early
   p4 = returned to class late after a break
   A   = absent for the whole day

   Rolls are filed at the end of each week.

l) If a student is assessed as having nearly reached 70% attendance, Academic Coordinator will assess whether a suspension of studies is in the interests of the student as per AFTA Travel & Tourism College NSW's Deferment, Suspension and Cancellation Policy.

m) If the student does not obtain a suspension of studies under the AFTA Travel & Tourism College NSW's Deferment, Suspension and Cancellation Policy, and falls below 70% attendance, the process for reporting international students for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 4.h. – 4.i

**NOTE:** Should AFTA Travel & Tourism College NSW adopt the DEEWR DIAC Course Progress policy ([http://aei.dest.gov.au/AEI/ESOS/QuickInfo/DIAC_Course_pdf.pdf](http://aei.dest.gov.au/AEI/ESOS/QuickInfo/DIAC_Course_pdf.pdf)) in future attendance will still be monitored but will not be reported on.