



**New England College** is the trading name of **New England Institute of Technology Pty Ltd**

RTO No: 31943 | CRICOS No: 03113M | ABN: 40 135 331 494

**Reference:** Attendance Policy

**Version:** V2.1

**Date:** 01.07.2017

**Status:** Published



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NEC Website: [www.nec.edu.au](http://www.nec.edu.au)

## NEC Campuses:

### Head office

**Brisbane campus:** 151 Wellington Road, East Brisbane, QLD 4169, Australia

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## DOCUMENT CONTROL

### Version History

Version	Date	Details
V1.0		Archived – due to change in trading name
V2.0	01.02.2016	Archived (updated to new trading name New England College, header, footer, phone number, e-mail id)
V2.1	01.07.2017	Minor updates

**Review Process:** This policy shall be reviewed annually in compliance with education industry standards including the National Code of Practice for Registration Authorities Providers of Education to Overseas Students, 2007

Next Review Due: **July 2018**



# NEW ENGLAND COLLEGE

STEPPING STONE TOWARDS YOUR BRIGHT FUTURE

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# NEW ENGLAND COLLEGE

STEPPING STONE TOWARDS YOUR BRIGHT FUTURE

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## Scope

This policy is applicable to international students studying at NEC



## Overview

At New England College, Attendance is monitored to identify erratic course progress. The College advises students if their attendance falls below 80% to ensure that students complete the course within the timeframe as per Enrolment and as stated on their CoE for International Students.

New England College has elected to implement the Department of Education's-DIBP Course Progress Policy for Vocational Education and Training (VET), a copy of which can be downloaded from

<https://www.nec.edu.au/apply-enrol/policies-procedures/> or requested from the Student Support Office.

New England College monitors participation (attendance) of all students in a systematic way. At New England College, we like to ensure that students have maximum exposure to learning. New England College therefore adheres to the following rules:

- Classes start on time;
- Sessions last minimum four (4) hours. Each session has 2 two hour classes which include one (1) ten (10) minute break for morning/afternoon tea. •
- Students who attend full day sessions (8.5 hours) will have a lunch break in the middle, each day.
- Students who do NOT show up for the entire class will be marked non-participating (absent) for the entire two hours.
- Students who do not attend for one full day will be marked non-participating (absent) for both sessions (= 8 hours).
- Students leaving early will be marked non-participating (absent) for the entire class (=2 hours), or session (=4 hours) Trainers record student participation (attendance) on the Participation Record Form (PRF) upon students entering the class room or work place.

If your participation (attendance) falls below 80% within 1 study term (10 weeks), you may be deemed as being at risk of not meeting satisfactory course progress within the duration of your COE. Where low attendance affects your academic progress New England College will deem your progress as erratic, a result of which your enrolment at New England College may be cancelled for Breach of the New England College Code of Conduct .