

Policy – Attendance

Navitas Professional
ABN 25 100 404 199

Document

Document I.D.	NP-01.01-179P Attendance Policy
Responsibility	General Manager, NP
Initial Issue Date	28 January 2020

Version Control

Issue Date	Summary of Changes	Review Date
28 January 2020	Initial document, v1.0	28 January 2022
14 May 2021	Update position titles, v1.1	28 January 2022
19 September 2022	Update to Policy – Make-up class entitlements and update position titles, v2	19 September 2027

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 Navitas Professional's programs and participants.

1. Policy

1.1 Attendance Requirements

- 1.1.1 Navitas Professional monitors attendance to ensure a participant's attendance meets the requirements of the DHA and professional bodies.
- 1.1.2 All Navitas Professional Programs have a 100% attendance requirement. If a student is absent on the first day of their program, they will be transferred to a future commencing intake by their Student Engagement team.
- 1.1.3 Any absence should be supported by documentary evidence within one week of the event or before return to class/placement, whichever is the sooner.
- 1.1.4 In the event of absence participants must notify their trainer or host company supervisor via email as soon as possible. Participants must notify their Student Engagement Advisor by email with all the relevant details of the absence.
- 1.1.5 Documentary evidence may include:
 - Medical certificates from a registered medical practitioner or pharmacist
 - Police report
 - Court notice
 - Statutory declaration
 - Other official document
- 1.1.6 Failure to provide evidence supporting an absence may result in issuance of a warning and the participant will be required to attend a make-up class in their own time. Failure to attend the make-up class will result in an additional warning.
- 1.1.7 Applications for pre-approved absence must be made using a leave application form available from the Navitas Professional State/Territory office. Pre-approved absence may be granted for compassionate and compelling circumstances such as family emergency, hospitalisation, but not for vacations. Applications will be considered, by the State/Territory Campus Manager, on a case-by-case basis.
- 1.1.8 In an emergency, participants may be offered the option of making up classes if appropriate or be transferred into a future intake upon their return subject to approval by the State/Territory Campus Manager.

1.2 Attendance Monitoring – during coursework

- 1.2.1 Attendance will be recorded in the Student Learning Management System by the class trainer.
- 1.2.2 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.
- 1.2.3 Attendance record will be amended to "L" for participants who leave more than 30 minutes before the end of class.

1.2.4 Attendance will be recorded using the following criteria:

Symbol	Meaning	Criteria	Outcome
P	Present	Present at or before 30 minutes after start of teaching session	Full attendance recorded
L	Late	Not present at or before 30 minutes after start of teaching session but arrived sometime 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.
A	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.
E	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.

1.3 Attendance Monitoring – during internship

- 1.3.1 Attendance should be monitored by the placement Host Company and notified to Navitas Professional.
- 1.3.2 Participants must adhere to the procedures for sick or special leave as outlined in the Workplace Protocol document.
- 1.3.3 Industry Placement Consultants will note attendance at the mid-placement review.

1.4 Complaints and Appeals

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

2. Responsibilities

The following are responsible for this policy:

- The **General Manager, NP** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.
- The **State/Territory Campus Managers** and **Program Leader Professional Year, 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.

3. 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
- **Participant** – Student participating in the Professional Year Program and internship placement

4. Review

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

5. Records

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

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

6. Related documents

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