

**1. Purpose**

1.1 The purpose of this procedure is to define the attendance requirements and reporting requirements for students studying at Aviation Australia.

**2. Scope**

2.1 This procedure applies to the attendance requirements for all students studying and enrolled in Aviation Australia's approved courses, whether the course of study is delivered onshore, offshore, or flexibly through some other means.

**3. Regulatory References**

- 3.1 ESOS National Code of Practice 2007 – Standard 11 'Course Attendance'
- 3.2 EASA Part 147

**4. Related Documentation**

- 4.1 AA POL 54 Critical Incident Management
- 4.2 AA Form TA-03c Record of Conversation - Student
- 4.3 AA Form TA-10a Student Absentee Form

**5. Glossary of Terms**

- 5.1 **CELCAT:** Scheduling / Timetable / Attendance system
- 5.2 **Course Folder:** Folder for department/instructor course information
- 5.3 **Wise.NET** Student Management System

**6. Responsibilities**

6.1 The Manager Administration Services holds the delegation of responsibility for the proper execution of this procedure.

**7. Procedure****7.1 Attendance Requirements**

- 7.1.1 Students must attend all programmed classes and examinations in order to achieve their course outcome.
- 7.1.2 Students are required to maintain a minimum attendance rate of 90% throughout the programmed course duration.
- 7.1.3 Students studying an EASA course (to obtain a regulatory outcome/licence) must maintain course attendance as per EASA requirements. EASA require a minimum attendance rate of 90% throughout the programmed course duration.
- 7.1.4 Apprentices and Trainees under a Queensland Government funded contract are bound by the requirement set by the Queensland Department of Education and Training.

**7.2 Attendance Recording**

- 7.2.1 Attendance is recorded electronically in all periods of training per day (including examinations). This is done online via CELCAT. Any non-attendance must be noted by the Instructor/Teacher/Invigilator.
- 7.2.2 Printed Attendance Registers are required to be marked as a Building Fire & Safety Regulation, in the case of an emergency evacuation. These should remain in the Course Folder.
- 7.2.3 Classroom attendance is to be marked using the barcode scanners installed in the classrooms to scan the Student ID upon enter and exit within the class. Manual adjustments can be made as required. Once the class session is complete, the Instructor/Teacher/Invigilator is to ensure that the session roll has been finalised.

- 7.2.4 Practical and offsite training attendance is to be marked on the paper based roll and finalised online in CELCAT at the end of each day.
- 7.2.5 Instructors monitor the student’s individual attendance during their classes and notify Student Services where a student is absent from class for more than 3 days (or any other attendance abnormalities are noted).
- 7.2.6 Student Services will endeavour to contact the student. If there is evidence to suggest that the student is missing (eg. fellow students have lost contact) the relevant manager is to inform Student Services who shall commence actions as per POL 54 “Critical Incident and Counselling”.
- 7.2.7 Where a student is absent from class, the student should provide a completed AA Form T0-03f “Student Absentee Form” to Student Services with appropriate information attached. Student Services will provide this to Training Administration for recording on the student file.

**7.3 Attendance Registers**

- 7.3.1 Attendance Registers will be printed from CELCAT. This will use all scheduled events and the Class Group with the related students. Printed Attendance Registers will contain Student Name, Student ID Number and unique Barcode that will match Student ID Card.
- 7.3.2 Training Administration will issue appropriate Attendance Registers to the business unit for course delivery.
- 7.3.3 Attendance Registers are to be fully marked by the nominated department staff member & finalised no later than 3.00pm daily.

**7.4 Attendance Marks**

Attendance marks should be issued as per below:

Mark	Description
<b>Attended</b>	Student has attended the class session.
<b>Absent</b>	Student did not attend class, OR; Students did not produce valid photo identification (Student ID Card, Passport, Drivers Licence) for scanning to the Instructor. The Instructor is to note in the Register Comments for the student that they did not have their Student ID Card.
<b>Absent (Late)</b>	Student arrived to class <u>after</u> 10 mins from the allocated start time. The instructor is to place a note in the CELCAT ‘Comments’ for the student the reason the student has provided for being late to class.
<b>Absent (Justified)</b>	<b>ADMIN USE ONLY [CANNOT BE USED FOR EASA COURSES]</b> Student has been given an approved absence from class. The student has provided a Student Absentee Form (processed by Training Administration).
<b>Withdrawn</b>	<b>ADMIN USE ONLY</b> Student has withdrawn from the course. The student has completed formal exit/withdrawal from the course (processed by Training Administration).
<b>Completed</b>	<b>ADMIN USE ONLY</b> Student has completed the course. The student has completed the course (processed by Training Administration).
<b>Suspended</b>	<b>ADMIN USE ONLY</b> Student has been temporarily suspended from the course. The business unit has completed required paperwork (processed by Training Administration).

**7.5 Attendance Reporting**

- 7.5.1 Attendance percentages will be monitored on actual student attendance for the study period for the individual course, ensuring course and regulatory requirements are met.

7.5.2 Training Administration will provide reports on student attendance to the business unit. These reports will be conducted each study period uploaded onto the AA Portal for the Business Unit to access and provide to students as required.

7.5.3 The Business Unit is responsible for monitoring student attendance and identifying any students at risk of not obtaining the required attendance.

7.5.4 The Business Unit addresses attendance warnings with students and document these discussions via AA Form TA-03c 'Record of Conversation- Student'. This information must be provided to Training Administration to document in Wise.NET student record and make available to the student on the Student Portal.

#### **7.6 Attendance Register Tracking**

7.6.1 Administration will track regularly to ensure that Attendance registers are marked and finalised in CELCAT. An outstanding register is a register that is not listed as fully marked (i.e. a non-marked or partially marked register). Refer to the CELCAT User Guide for information on these registers.

7.6.2 CELCAT will automatically send a reminder email to the class Instructor for the session to remind of an outstanding Attendance Register not yet finalised.

7.6.3 Where there is an outstanding Attendance register, Training Administration will email the Instructor with the register details included in the email, to finalise the register.

#### **8. Records**

8.1 Maintain a record of all attendance registers electronically.

8.2 Maintain a record of all correspondence provided to the Student regarding attendance.

#### **9. Flowchart**

9.1 N/A.