

Attendance Policy

SCOPE

This policy applies to all training and assessment staff within the training delivery business unit of the Electrotechnology Training Institute Limited, trading as College of Electrical Training (herein referred to as CET).

PURPOSE

The purpose of this policy is to ensure that requirements in relation to learner attendance are met to comply with the DTWD Business Rules and in accordance with the Standards for NVR Registered Training Organisations (RTOs) 2025.

DEFINITIONS

Attendance – The number of days the learner attends CET between the commencement and completion dates of a unit of competency as per the timetable provided to them.

Census Date – A date which defines the minimum attendance requirements per unit of competency, calculated at no less than 20% of delivery of the unit of competency.

Commencement Date – The first date of each unit of competency as specified by the timetable provided to each learner.

Reschedule – The process of removing a learner from their scheduled class for a unit of competency and enrolling them in a future class to complete the same unit of competency due to them not meeting minimum attendance requirements or at the discretion of the Trainer/Assessor or Training Manager.

POLICY

CET is committed to ensuring that it implements an Attendance Policy which:

- Expects 100% attendance for the duration of each scheduled class
- Where applicable, requires learners to attend additional training outside of schedule delivery (resit/remedial/open learning) to catch up on any days of training that were not attended, as directed by the Trainer/Assessor or Training Manager
- Enforces the minimum attendance requirements of the census date. If the learner has not attended on or prior to the census date then they must be rescheduled for the unit of competency
- Provides guidance to Trainers/Assessors when using discretion to make judgements on whether adequate attendance has occurred for a unit of competency as well as making judgements as to whether it is in the best interest of the learner to reschedule the unit of competency rather than deem them Not Yet Competent
- Complies with the DTWD Business Rules and Standards for NVR RTOs 2025.