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## Policy: Student Attendance

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### Overview

Students are responsible for their own attendance and are expected to attend 100% of scheduled classes or workplace training when enrolling into a qualification with Builders Academy Australia (BAA). This gives you the best opportunity to successfully complete your chosen course.

BAA understands that there will be times where circumstances which are beyond your control will prevent you from attending training, these may include, but are not limited to:

- Illness or injury
- Personal/family reasons
- Work commitments
- Bereavement

BAA is committed to giving every student an opportunity to successfully complete their chosen course. BAA provides support for individual circumstances when a student begins to disengage from their learning or when regular attendance is not consistent.

This policy outlines your attendance requirements and how to notify us if you cannot attend training or a class.

### How Attendance is Used

Attendance is used as evidence of the student's participation in a course of study

- BAA records attendance in the SMS for funding purposes, and
- BAA keeps attendance records in a safe and secure location and are presented at audits by the Regulator and/or any Funding Body as requested.

### What Are Your Attendance Requirements?

#### **Classroom Based Students**

You are required to attend your class and sign an attendance sheet (this may be an electronic or a paper-based attendance sheet).

#### **Workplace Based Students**

You are required to attend training and sign an attendance sheet (this may be an electronic or a paper-based attendance sheet).

## Can't Make a Class or Need to Cancel Your Appointment with Your Trainer?

If you cannot attend a class or attend your appointment with your trainer, you can either:

1. Call our office on 1300 534 363 or
2. Email our office on [enquiries@buildersacademy.com.au](mailto:enquiries@buildersacademy.com.au) or
3. Contact your trainer directly

Classroom-based students are required to contact us before the commencement of your class.

Workplace-based students are required to contact us or your trainer at least two business days before your scheduled visit where possible.

If you contact our office, we will let your trainer know that you will not be attending class or cancelling your appointment and record this in your records.

Where you think you may be away for two or more classes/appointments, please let us know the date you intend to return. If you believe that you will be absent for an extended period, we will contact you to discuss how you can catch up, make up classes or plan a move to another class.

## If You Do Not Attend Class or Training and Don't Notify Us

We understand that emergencies sometimes happen. As BAA has a duty of care to our students we monitor non-attendance and take appropriate steps to assist.

Classroom-based students:

If you do not attend class for two classes in a row you will receive an SMS.

If you miss a further two classes, we will send you another SMS.

If you miss five or more classes in a row a member of the Student Support Team will give you a call.

Workplace-based students:

If a workplace-based student does not attend workplace training for three classes in a row, we will try to contact you and we will also contact your employer.

## Employer Obligations

An employer must ensure that their Apprentice or Trainee is given every opportunity to obtain the appropriate qualification for the vocation by releasing them to attend training delivered by BAA or to undertake work-based or self-paced learning or assessments set by BAA.

Competency record books and work evidence guides are available in most vocations to support the delivery of training to apprentices and trainees. These booklets are used to monitor the Apprentice's/Trainee's progress.

## Apprentice and Trainee Obligations

Apprentices and Trainees must make every effort to acquire the skills and knowledge they need to successfully complete their apprenticeship or traineeship by attending scheduled training delivered by BAA.

## If You Are Continuously Absent from Class or Your Attendance Drops Below 90 Percent

You will be considered by BAA to be 'at Risk' as your ability to complete your qualification may be compromised by non-attendance.

We encourage you to call us. We can then discuss any underlying issues that may be impacting your attendance or the suitability of the training that you are undertaking.

If you wish to continue the course, a Student Engagement Team member will work with you and your trainer/assessor to develop an individual re-engagement strategy taking into account your specific needs.

The Student Engagement Team will then be in contact with you periodically to see how you are going and check if you need any additional support.

Students are able to contact the Student Support Team themselves during any stage of their studies to discuss any issues or problems that they may be facing which may affect their ability to attend classes or complete their qualification.

## Class Cancellations

From time to time, BAA may cancel a class or a scheduled workplace visit. This is usually due to trainer illness or emergency.

Where possible, we will try to schedule another trainer, but if we cannot, we will:

- Send you an SMS TXT, and
- Attempt to call you.

Our policy is to let you know with as much notice as possible. However, there are occasions where we may not be notified until the last minute of a cancellation.

On rare occasions, we may need to cancel a number of classes and where this is the case, we will keep you informed of what is happening and how we will make up the missed classes.