



Attendance Policy

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1	25/11/21	Eddie Blass	Initial document
2	15/08/24	Policy Review Team	Separated Policy and Procedure
	Aug 2025	Policy Review Team	Next Scheduled Review

Distribution

NAME	TITLE
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Approval

NAME	POSITION	SIGNATURE	DATE
Eddie Blass	CEO	E Blass	25/11/21
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1 Purpose

This document specifies Inventorium RTO Pty Ltd.'s (the RTO) learner attendance policy. It sets out, to staff and learners, the process by which learner attendance is monitored to support satisfactory course progression.

2 Scope

This document applies to all staff and learners at the RTO.

3 Definitions

Compassionate or compelling circumstances are generally those beyond the learner's control and which impact the learner's course progress or well-being. These could include, but are not limited to:

- **Serious illness or injury**, where a medical certificate states that the learner was unable to complete work for a stated period of time.
- **Bereavement of close family members** such as parents or grandparents; or
- **A traumatic experience** which could include:
 - Involvement in, or witnessing of a serious accident; and
 - Witnessing or being the victim of a serious crime.

Course progress the measure of advancement within a course towards the completion of that course, within the nominated course duration, irrespective of whether course completion is identified through academic merit or skill-based competencies.

Inventorium RTO may implement an intervention strategy if attendance is not meeting expectations. Actions may include:

- Advising the learner of available study skills workshops, academic counselling, LLN support or other support the RTO may offer
- Requiring the learner to meet regularly with an RTO staff member/s to review their progress, before the end of the next study period
- Reducing the learner's study load temporarily or changing their enrolment to another subject area if agreed between the learner and the RTO

- Requiring the learner to submit assignments or complete assessments within a certain timeframe
- Requiring the learner to attend a minimum percentage of classes or attend make-up classes
- Referring the learner to other support services that may be relevant, e.g. counselling for personal issues, appropriate medical services, housing services, or financial counselling services
- Considering a period of deferment or temporary suspension of studies
- Putting a written intervention plan in place with the learner to confirm the steps they are required to take, which may include participating in some of the above actions.

Satisfactory course progress is defined as the learner progressing, so they are expected to complete their course within the nominated course duration, including completion of all assessments up to the point in time the course progress is reviewed.

Scheduled course contact hour the hours for which learners enrolled in the course are scheduled to attend classes, course-related information sessions, supervised study sessions, mandatory and supervised work-based training and examinations.

Study period is a discrete 10-week period within a course which may be amended depending on the student's needs.

4 Attendance Requirements

The RTO has identified that attendance is a direct indicator of academic course progression. As such the RTO recommends learners maintain a minimum 80 per cent attendance rate for the course in which they are enrolled.

5 Policy Statement

The RTO actively monitors learner attendance and is proactive in notifying and counselling learners who are at risk of failing to meet recommended attendance requirements.

Where a learner has been assessed as not achieving the recommended attendance level, the RTO will notify the learner in writing, offering a change of schedule, or additional support if required. This correspondence will be saved to the Student File.