

1. Purpose

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

2. Scope

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

3. Revision Details

3.1 This section outlines any adjustments made to the document during the most recent revision.

Section Reference #	Rationale for Change
4	Year removed from 4.1
8.2	Additional information added
8.6	New section added

3.2 This section outlines the review frequency of the document.

Planned Revision	Biennially
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4. Regulatory References

- 4.1 ESOS National Code of Practice
- 4.2 EASA Part 147
- 4.3 ELICOS - English Language Intensive Courses for Overseas Students
- 4.4 ASQA Standards for RTO's (2015)
- 4.5 Vet Student Loans Act (2016)

5. Related Documentation

- 5.1 [AA PC POL 03 Code of Conduct - Students](#)
- 5.2 [AA TA PRO 03c Record of Conversation - Student](#)
- 5.3 [AA WHS POL 04 Critical Incident and Illness Management](#)
- 5.4 Student Absentee Form ([Electronic Form](#))
- 5.5 Third Party Training Agreement (TPA)

6. Glossary of Terms

- 6.1 **CELCAT:** Scheduling / Timetable / Attendance system
- 6.2 **Course Folder:** Folder for department/instructor course information
- 6.3 **EOP:** Evidence of Participation
- 6.4 **Flight School Manager / FlightLogger:** third party student recording system
- 6.5 **RPAS:** Remote Pilot Aircraft System
- 6.6 **Wise.NET:** Student Management System

7. Responsibilities

- 7.1 The Document Owner holds the delegated authority for the proper content and execution of the protocols within the document.
- 7.2 The Responsible Delegate ensures the proper implementation and adherence to the protocols within the document.

Document Owner:	Training Administration Manager
Responsible Delegate(s):	N/A

Key Stakeholder Positions may contain multiple responsibilities for various parts of the document however the overall responsibility must remain with the document owner.

Key Stakeholder Positions – Mandatory Consultation Required
N/A

8. Procedure

Technical Training

8.1 Attendance Requirements

- 8.1.1 Students must attend all programmed classes and examinations in order to achieve their course outcome.
- 8.1.2 Students are required to maintain a minimum attendance rate of 80% throughout the programmed course duration.
- 8.1.3 Students studying ELICOS are required to maintain a minimum attendance rate of 80% of the scheduled contact hours for the course of study.
- 8.1.4 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.
- 8.1.5 Apprentices and Trainees under a Government funded contract are bound by the requirements set by the relevant State Government Department of Education and Training.

8.2 Attendance Recording

- 8.2.1 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.
- 8.2.2 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.
- 8.2.3 Classroom attendance is to be marked using the barcode scanners installed in the classrooms (if available) to scan the Student ID upon entry 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.
- 8.2.4 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.
- 8.2.5 Instructors monitor the student's individual attendance during their classes and should notify Student Services where a student is absent from class for 3 or more consecutive days (or if any other attendance abnormalities are noted, for example, where the attendance is erratic or there is a distinct pattern of absences). Student Services will endeavour to contact the student. If there is evidence to suggest that the student is missing (e.g. fellow students have lost contact) the relevant manager is to inform Student Services who shall commence actions as per AA WHS POL 04 Critical Incident and Illness Management.
- 8.2.6 Where a student is absent from class, the student should complete the online Student Absentee Form, attaching the appropriate information / evidence, within 24 hours their return. The form will be submitted to Student Services, for review and comment, and then provided to Training Administration for updating Celcat and recording on the student file.
- 8.2.7 Where a student requires a short leave of absence (up to two weeks) outside of scheduled term breaks, the student should request this prior to the planned absence via the online Student Absentee Form, attaching appropriate information/evidence to support the request. This request will be forwarded to the Program Supervisor for approval and should be made at the student's earliest opportunity. Should the absence include travel (particularly outside of Australia), for any reason, students are required to provide a copy of their flight itinerary prior to departure.
- 8.2.8 Longer absences, even where approved, may require review by the Program Supervisor and Training Manager. Refer to AA TA PRO 04 Change of Course Enrolment procedure

8.3 Attendance Registers

- 8.3.1 Attendance Registers may be printed from CELCAT. This will show all scheduled events and the Class Group with the related students. Printed CELCAT Attendance Registers will contain Student Name, and Student ID Number. These registers are used in case of a Fire / Emergency situation to ensure all present students are accounted for.
- 8.3.2 CELCAT Attendance Registers are to be fully marked by the nominated department staff member & finalised no later than 3.00pm daily.
- 8.3.3 For training that is accessing State Government Funding (e.g.: VET in Schools, User Choice Apprenticeships / Traineeships, Cert 3 Guarantee), Training Administration will prepare and issue appropriate Attendance Registers (AA TA PRO 10b) to the business unit for course delivery.
- 8.3.4 Student’s attending State Government Funded courses must sign the Attendance Register to confirm their attendance each day.
- 8.3.5 Completed Attendance Registers must be provided to Training Administration no later than the end of the week in which training is delivered.
- 8.3.6 The completed Attendance Register is to be scanned and saved to the relevant folder as Evidence of Participation (EOP).

8.4 CELCAT Attendance Marks

8.4.1 Attendance marks in CELCAT should be used as per below:

Mark	Description
Attended	Student has attended the class session.
Remote Attendance	Student is attending via Remote Learning (Teams)
Absent	Student did not attend class;
Withdrawn	ADMIN USE ONLY Student has withdrawn from the course. The student has completed formal exit/withdrawal from the course (processed by Training Administration).
Completed	ADMIN USE ONLY Student has completed the course. The student has completed the course (processed by Training Administration).
Suspended	ADMIN USE ONLY Student has been suspended temporarily from the course. The business unit has completed required paperwork (processed by Training Administration).

8.5 Monitoring and Reporting

- 8.5.1 Attendance percentages will be monitored on actual student attendance for the study period for the individual course, ensuring course and regulatory requirements are met.
- 8.5.2 Training Administration can provide reports on student attendance, on request from the Training Department.
- 8.5.3 The Training Department is responsible for monitoring student attendance and identifying any students at risk of not obtaining the required attendance.
- 8.5.4 It is the decision of the Business Unit Manager, or delegate, to activate an intervention and issue documentation to the students

8.6 Intervention Plan (ELICOS and International Students)

- 8.6.1 For ELICOS programs, an Intervention Strategy should be implemented for any students who have attended below 80% of the course contact hours, or who have been absent for more than three consecutive days without approval.
- 8.6.2 For International Students, an Intervention Strategy should be implemented for any students who have attended below 80% of the course contact hours during the study period.
- 8.6.3 Where a student has been identified as having attended below the minimum attendance requirement, Training Administration will prepare the appropriate documentation.
- 8.6.4 The business unit will undertake an interview with the student to identify any issues that may be affecting the student's attendance. The intervention plan will be activated via AA Form TA-03c 'Record of Conversation - Student' and may involve various conditions, including (but not limited to):
 - i. Mandatory attendance of all training activities unless deemed unfit to do so by an appropriate medical provider;
 - ii. The provision of an absentee form and appropriate supporting evidence for all absences, supplied within 24 hours of their return to training;
 - iii. Engaging with Student Services support (i.e., counselling, welfare assistance);
 - iv. Attendance of any intervention monitoring meetings scheduled by the business unit.
- 8.6.5 This intervention must be signed by both the student and business unit. The original documentation should be returned to Training Administration and will be emailed via Wisenet for their records and electronically filed.
- 8.6.6 An international student whose attendance is consistently under the minimum requirement and has not met the conditions of an intervention strategy, may be considered in breach of their enrolment, and issued with AA Form AA TA PRO 11a Notice of Intention to Report

8.7 Attendance Register Tracking

- 8.7.1 The Training Department will check 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.
- 8.7.2 CELCAT will automatically send an email to the class Instructor for the session, as a reminder of an outstanding Attendance Register not yet finalised.
- 8.7.3 Where there is an outstanding CELCAT Attendance register, the Instructor will be emailed, with the register details included in the email, to finalise the register.
- 8.7.4 Training Administration will monitor completion and return of the signed Attendance Registers and follow-up with the relevant Instructor / Training Department if not received.

Third Party Training**8.8 Attendance Requirements**

- 8.8.1 Students must attend the course including theory lectures, tutorials, tests and examinations, simulator training and aircraft training, preparatory training and such other activities as directed. Failure to do so will be a breach of the attendance requirements.
- 8.8.2 Each month, a review of student absence is to be conducted. Any significant absences will be discussed to ensure ongoing progression is maintained and whether an intervention plan (AA TA PRO 11) will be required.
- 8.8.3 Students are required to maintain course progression in line with AA TA PRO 11.

8.9 Attendance Recording

- 8.9.1 Attendance is to be uploaded via a Student Management System.
- 8.9.2 Third Party Providers are required to record onsite attendance as required under the relevant Building Fire & Safety Regulation, in the case of an emergency evacuation.
- 8.9.3 Third Party Providers are to monitor student attendance and notify AA where a student is absent from class for more than 3 days (or any other attendance abnormalities are noted).
- 8.9.4 If there is evidence to suggest that the student is missing (e.g. fellow students have lost contact), the relevant Third Party manager is to inform AA who shall commence actions as per AA WHS POL 04 Critical Incident and Illness Management.
- 8.9.5 Where a student is absent from class, the student should complete the online Student Absentee Form, attaching the appropriate information, within seven [7] days of returning. The form will be submitted to Student Services, who will then

approve and provide the completed form to Training Administration for recording on the student file.

8.10 Attendance Reporting

8.10.1 The Training Department/TPA is responsible for monitoring student attendance and identifying any students at risk of not being able to attain the course progression milestones.

8.10.2 The Training Department/TPA will address attendance warnings with students and document these discussions via AA TA PRO 03c Record of Conversation - Student. This information must be provided to Training Administration to document in Wise.NET student record

9. Records

9.1 Maintain a record of all attendance registers electronically.

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

9.3 Maintain a record via monthly meeting minutes with Training Department /TPAs where attendance/absences are to be discussed.

10. Flowchart

10.1 N/A.