



Attendance Monitoring Policy and Procedure (International Students)

Australian Institute of Digital Technology Pty Ltd

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POLICY 5

Attendance Monitoring Policy and Procedure (International Students)

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Policy Owner	Training Manager / Student Support Officer	Approved By	CEO
Applicable Legislation & Standards	ESOS Act 2000 (s.19(1)(b)); National Code 2018 (Standard 11); Migration Act 1958; Student Visa Subclass 500 Condition 8202; Standards for RTOs 2025 (Standard 1)		

1. Purpose

This policy establishes AIDT's procedures for recording, monitoring, and responding to the attendance of enrolled international students. The monitoring of student attendance is a mandatory regulatory obligation under National Code 2018 Standard 11 and is directly linked to international students' obligations under Student Visa Condition 8202. AIDT's attendance monitoring procedures are designed to be rigorous enough to detect and respond to patterns of non-attendance that may indicate a compliance risk, while being humane and supportive enough to identify students who may need welfare assistance before their situation escalates.

Attendance monitoring is not simply a compliance mechanism. Regular attendance is strongly correlated with academic success, particularly in competency-based programs where practical skills are developed incrementally through in-class activities and supervised practice. A student who is absent frequently cannot keep pace with the progressive skill development that the course requires and will ultimately struggle to demonstrate competency. For this reason, AIDT's attendance requirements exist for both regulatory and pedagogical reasons.

2. Attendance Requirements

All enrolled international students are required to attend all scheduled classes, workshops, and supervised work placement sessions. There is no minimum attendance percentage specified in the National Code — AIDT requires 100% attendance as the starting expectation, with the understanding that approved absences will be recorded separately and may be considered in course progress assessments where compassionate and compelling circumstances exist.

For the purposes of visa compliance, students must attend their course in a way that gives them a genuine opportunity to complete the qualification within the duration specified on their CoE. AIDT's monitoring system is designed to identify, at the earliest possible point, any attendance pattern that is inconsistent with this expectation.

3. Attendance Recording Procedures

3.1 Campus Classes

Trainers are required to record the attendance of all enrolled students at the commencement of every scheduled class session using AIDT's student management system. The roll must be marked within the first 10 minutes of the class commencing. Any student who is not present at roll call is initially marked as absent. If a student arrives after roll call, the trainer records their arrival time and marks them as 'late' in the system. Three instances of lateness in a term are treated as the equivalent of one absence for monitoring purposes.

Trainers must not mark a student as present if that student is not physically in the classroom. Remote attendance is only permitted where AIDT has formally authorised an alternative attendance arrangement for a specific student and specific session, documented on the student's file. Ad hoc remote attendance without prior authorisation is recorded as an absence.

3.2 Workshop Sessions (14/65 Mark Street, North Melbourne)

For trade course students attending the practical workshop facility on Fridays, a separate Workshop Attendance Register is maintained by the supervising trainer. The workshop register records each student's arrival time, departure time, and the specific activities completed during the session. The workshop attendance data is entered into AIDT's student management system by the end of each Friday and is integrated into the student's overall attendance profile. Workshop sessions are compulsory training days and are treated identically to campus classroom attendance for the purpose of this policy.

3.3 Work Placement

For students undertaking mandatory work placement, the placement host supervisor records daily attendance on the Work Placement Attendance Log, which is submitted to AIDT at the end of each placement week. AIDT integrates this data into the student's attendance profile. Placement attendance is compulsory. A student who fails to attend a scheduled placement day without prior notification and a satisfactory explanation may have their placement arrangement reviewed and, in serious cases, their placement may be suspended pending a meeting with the Training Manager.

4. Categorising Absences

All absences are categorised in AIDT's student management system as either Approved or Unexplained. This categorisation affects how the absence is treated in course progress monitoring and how it is represented in any PRISMS reporting.

Approved Absence	An absence for which the student has provided prior notification (where possible) and acceptable supporting documentation within 48 hours of the absent session. Approved absences are recorded on the student's attendance record with the date, the session missed, and the supporting documentation reference. Approved absences do not remove the student's obligation to complete
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	assessment tasks from the missed session — but they may be considered as compassionate and compelling circumstances in course progress monitoring.
Unexplained Absence	An absence for which the student has provided no notification or no acceptable documentation within 48 hours of the absent session. Unexplained absences are recorded as such and trigger the follow-up procedure in Section 5. An absence is not automatically converted from Unexplained to Approved retrospectively, even if the student later provides documentation. Retroactive approval may be considered at the Training Manager's discretion if the student provides a satisfactory explanation for the failure to notify.

Supporting documentation for absences should be provided as soon as practicable after the absence. Acceptable forms of documentation include: a medical certificate from a registered Australian health practitioner for illness or injury; a death certificate or funeral notice for bereavement; a letter from a relevant authority or professional for other circumstances; or, where no formal documentation is available, a written statutory declaration from the student explaining the circumstances.

5. Attendance Monitoring — Escalation Procedure

AIDT monitors attendance on a rolling basis throughout each term. The following escalation thresholds and associated actions apply. All actions taken must be documented on the student's file within 24 hours.

1	FIRST UNEXPLAINED ABSENCE — The student's trainer makes contact with the student by phone or email on the same day or the following business day. The purpose is to check the student's welfare, to understand the reason for the absence, and to remind the student of their attendance obligations. This contact is documented.
2	SECOND UNEXPLAINED ABSENCE WITHIN A TERM — The Student Support Officer contacts the student by phone and by email within 2 business days. The Student Support Officer enquires about the student's welfare and circumstances, and advises the student that their attendance is being monitored and that a pattern of unexplained absences may have consequences for their course progress and visa compliance. This contact is documented.
3	FIFTH OR MORE CONSECUTIVE UNEXPLAINED ABSENCES — The Training Manager is notified. An Absence Concern Notice is issued to the student in writing within 2 business days, stating: the exact dates of the unexplained absences; AIDT's concern about the student's welfare; the potential visa implications of continued absence; and a requirement that the student contact AIDT within 2 business days to discuss their situation. All attempts to contact the student (phone calls, emails, text messages) are documented with dates, times, and outcomes.
4	CUMULATIVE UNEXPLAINED ABSENCES EXCEEDING 20% OF SCHEDULED SESSIONS IN A TERM — The Training Manager reviews the student's file and makes a determination about whether the absence pattern is likely to affect the student's ability to achieve satisfactory course progress in the



	term. If this determination is affirmative, the attendance concern is integrated into the term's formal course progress review, and the student may be assessed as not making satisfactory progress at the end of the term even if their academic results are otherwise borderline.
5	CUMULATIVE ABSENCE (APPROVED AND UNEXPLAINED) EXCEEDING 30% OF SCHEDULED SESSIONS WITHOUT AN APPROVED LEAVE OF ABSENCE — This threshold triggers a formal assessment of whether the student is meeting their obligations under Student Visa Condition 8202. The Training Manager reviews the student's circumstances, welfare, and progress, and determines whether a PRISMS report may be required. Before any report is made, the student is given the opportunity to provide a full explanation of their circumstances and to apply for a retrospective Leave of Absence if the circumstances support it. Any decision to report is approved by the CEO and documented in full.

6. Attendance and Visa Condition 8202

Student Visa Condition 8202 requires that an international student maintain their enrolment in their registered course. While Condition 8202 does not prescribe a specific minimum attendance percentage, attendance is directly relevant to a student's ability to maintain satisfactory course progress and to demonstrate that they are genuinely engaging with their course of study. Where a student's attendance pattern suggests they are not genuinely engaged, AIDT must consider its PRISMS reporting obligations in conjunction with the course progress monitoring process under AIDT-POL-004.

AIDT does not monitor attendance as a punitive mechanism. The intent of this policy is to identify students who may be struggling — academically, personally, or with their living situation — before their circumstances deteriorate to the point where a regulatory response is required. Every AIDT staff member who has contact with students is asked to approach attendance concerns first with curiosity and care, and only with regulatory formality after genuine welfare engagement has not produced a resolution.

7. Records

Attendance records for all enrolled students are maintained in AIDT's student management system. Individual student attendance reports can be generated at any time showing: the total number of scheduled sessions; the number attended; the number of approved absences; the number of unexplained absences; and a running attendance percentage.

8. Related Documents

AIDT-POL-004	Course Progress Monitoring Policy
AIDT-POL-006	Student Visa Compliance Policy
AIDT-POL-007	Course Variation Policy



AIDT-FORM-030	Absence Notification and Documentation Form
AIDT-FORM-031	Absence Concern Notice Template
AIDT-FORM-032	Workshop Attendance Register