

1. Policy purpose

The purpose of this policy is to monitor student's attendance to ensure compliance with industry associations, legislative requirements and academic progression.

The intent is to provide all students with the best opportunity to achieve their intended learning outcome.

2. Policy Scope

This policy applies to Q Academy on-site courses and on-site student clinic.

Student clinic attendance requirements apply to all students including online education or flexible study options.

3. Policy content

Q Academy will record the attendance of student to support their academic progression. Attendance is recorded for each session and monitored throughout the study period. This includes all scheduled activities allocated to each student's schedule.

4. On-site training attendance requirements

There are maximum limits on the number of sessions that can be missed per term or module of study. Students that are more than **20 minutes** late to a scheduled session are marked absent and counted as a missed session.

*Any missed sessions will need to be followed up by a competency check session. Competency check sessions must be completed within **2 weeks** from when a student comes back to study.*

Monitoring. Students are responsible for monitoring their own attendance. The college maintains an attendance record and can inform students of current amounts upon request.

When a student is nearing missed session limits, the college may request the student meet with the head of campus. If this happens the student's academic progress will be discussed and a strategy will be implemented to assist the student's academic success.

Planned absence. If a student is expected to miss more than the allotted amount of sessions in a study term for medical reasons or for personal reasons, the student will need to defer the course to a later date. The student must complete the deferral application paperwork available on Q Academy's website under 'policies'.

Above session limit. If a student misses more than the allotted amount of sessions, the student will be 'not satisfactory' in completion of the course; the student will be withdrawn from study with no result entered. Any fees paid will be forfeit.

The student would have to re-enrol into any module/s that are not complete should they wish to undertake study again. The student will have to re-enrol and will be subject to current terms and charges to re-sit the module/s.

5. Student Clinic Attendance requirements

Student clinic requires 100% completion of the allotted hour's requirement. Students more than 10 minutes late of the **scheduled clinic start time** are marked absent.

Any missed sessions require a meeting with head of campus to discuss options for making up missed sessions. This is subject to availability of clinic placement and the time requirements.

Planned absence. Q Academy allows students to book in variations to the scheduled clinic attendance. This is completed before bookings are entered into the system; it is subject to availability and must be submitted using the "Student Clinic Change Application Form" available from Q Academy's website. These sessions become **pre-approved variations** of which there are a maximum of 3 allowed per term of study.

Medical reason. There is a defined maximum number of sessions per term for illness or a medical reason. A valid doctor's certificate must be supplied. If a student misses more than specified due to medical reasons they will be required to defer to the next clinic instance, subject to availability.

Other. Students can miss a maximum number of sessions per term of study that was not planned or for a medical reason. If a student misses more, the student will be withdrawn from study. *A missed clinic session without approval still requires the student to contact the campus and give notice they cannot attend prior to the scheduled start time. If no notice is supplied, the student is immediately withdrawn from study regardless of session limits.*

Above session limit. If a student is withdrawn from study, the student will have to re-enrol if they wish to complete the clinic module, subject to availability. The student will be subject to current terms and charges to re-sit the clinic module. All hours, assessments and other module requirements must be restarted.

6. Session limit overview

Study type	Missed Attendance Limits
On-site classroom session	<ul style="list-style-type: none"> - Maximum of 8 session not attended per term of study - Competency check must be completed for all missed sessions
Student Clinic session	<ul style="list-style-type: none"> - Maximum of 3 pre-approved variations per term of study - Maximum of 3 sessions per term of study due to medical reasons - Maximum of 1 sessions not attended per term of study - Any missed sessions must be completed with another clinic placement*
Dry Needling session	<ul style="list-style-type: none"> - Maximum of 4 sessions during study - Any missed sessions must be completed with another course*
First Aid	<ul style="list-style-type: none"> - Any missed sessions must be completed with another course*

** To be completed on-site in the same variation of study, subject to placement availability*

7. Record keeping and confidentiality

Records of all attendance handled under this procedure and their outcomes shall be maintained for a period of at least five years in The Student Records Management System for auditing purposes by the national regulator.

Students can request a copy of their attendance record using the form “QA request for information release” that is obtainable from the Q Academy website. This can only be accessed by the student or their nominated representative with the student’s written permission.