

NEWSLETTER

ATTENDANCE REQUIREMENTS

Australian Skills Quality Authority published a **fact sheet** related to **overseas student course progression and classroom attendance**.

As you are aware, we are regularly monitoring Attendance and Course Progress.

At ASOC, we make sure that every student receives training and undertakes assessment as per documented training and assessment strategy and timetables, in a way that will enable them to complete their course within the nominated duration.

Overseas students are expected to progress through their course so that they can complete the course within the specified course duration.

Overseas students are required to be enrolled in a full-time registered course which is a minimum of 20 scheduled course contact hours per week for VET courses.

As per the new ASQA's requirements, ASOC will regularly collect, monitor and record classroom attendance according to the class schedule along with monitoring course progress.

Australian School of Commerce will retain evidence (includes marked student's attendance record sheet) of student's attendance to ensure that ASOC's practices are consistent with our training and assessment strategies and the amount of training being provided is suitable for each student.

If a student fails to make satisfactory course progress (including by not participating in the training outlined in the training and assessment strategy and timetables), ASOC will:

- undertake an intervention strategy to assist the student at risk of not meeting course progress, in sufficient time for the student to achieve satisfactory course progress
- inform the student of the intention to report the students along with the reasons why they are being reported.
- inform the student of their rights to make complaints and/or appeal.

Overseas students are required to participate in and attend scheduled classes.

As per the new requirements, if an overseas student is not attending scheduled classes, but is making satisfactory progress in their course, then the course duration set may not be suitable for that student—because they must already have the skills, knowledge and experience to progress in their course without receiving structured training.

In this case, Australian School of Commerce (ASOC) **will reduce the duration of the course to the minimum duration** required given the student's existing skills and knowledge, while maintaining a minimum of 20 scheduled course contact hours per week.

Students will not be reported on the basis of attendance. However, low attendance may lead to unsatisfactory course progress which can lead to you being reported to the Department of Home Affairs.

Students are requested to refer to ASOC's Attendance and Course Progress Policy for detailed information.

ASOC provides students with flexible timetable options where students can speak to the admin department and get their time table adjusted.

In addition to the time table provided at the reception before start of each term, a copy of time table will be available on the notice board for students to check their time table.

We provide options to students to choose from the time table as per student's schedule, however, in some cases, due to student's capacity it is not feasible to provide flexible time table options for all the students.

If student need any kind of support regarding this, please speak to the Student Support Officer. Australian School of Commerce will make sure to provide all the support we can at no additional cost.

Please contact your trainer or Administration department at 1300 781 194 for any queries.