

Student Participation and Attendance Policy

Navitas Professional Institute

Document

Document I.D.	NPI 00 [91] 11P Student Participation and Attendance Policy		
Policy Owner	Dean Academic		
Initial Issue Date	28 September 2015		
Endorsed by	Learning and Teaching Committee	Date Endorsed	8 September 2015
Approved by	Academic Board	Date Approved	28 September 2015
Initial Approver	Academic Board	Initial Approver	28 September 2015

Version Control

Issue Date:	Summary of Changes	Review Date
28 September 2015	Initial approval	September 2020
25 January 2016	Minor template technical amendments	September 2020

Student Participation and Attendance Policy

1. Purpose and Scope

This policy statement outlines the College's policy concerning requirements for student participation in learning activities, including attendance at classes. This policy applies to all of the College's courses, students, and academic and business units.

2. Policy

Participation expectations and requirements for each unit of study are set out by schools according to the specific conditions approved for the accreditation of each course. Participation requirements may include attendance at on-campus and online classes where appropriate.

3. Principles

- 3.1. NPI recognises its responsibility to create the conditions under which all students have the opportunity to achieve the learning outcomes associated for each of its awards irrespective of the mode of delivery involved.
- 3.2. NPI recognises its responsibility for clear communication of participation requirements, including attendance, to prospective and current students, in course guides and unit outlines as appropriate.
- 3.3. When students do not participate in the learning activities that have been designed for their course, they may not be able to meet the intended learning outcomes for their course and are at risk of failure.
- 3.4. Participation requirements, including attendance, must be consistent with the conditions approved by professional and regulatory bodies for the delivery of each award and with the College's compliance obligations, including those of the Education Services for Overseas Students (ESOS) Act 2000.
- 3.5. The College is proactive in notifying and counselling students who are at risk of failing to meet participation and attendance requirements, including international students who are at risk of failing to meet student visa conditions relating to course attendance and progression. The College will report international students who have breached the attendance and progression requirements under Section 19(2) of the ESOS Act 2000 in accord with College International Student Course Progression Policy.
- 3.6. Participation requirements are designed to ensure comparability of workload between students enrolled in on-campus, blended and online delivery modes of the same award.

4. Responsibilities

- 4.1. The Dean Academic (or designate) is responsible for ensuring the College maintains and implements appropriate policy and procedures for identifying and notifying domestic and international students who are at risk of failing to meet course participation, attendance and related progression requirements for each course.
- 4.2. The Registrar is responsible for ensuring appropriate implementation of College policy and procedures related to identifying and notifying domestic and international students who are at risk of failing to meet course participation, attendance and related progression requirements for each course.
- 4.3. Heads of Schools (or designates) are responsible for ensuring that participation and attendance requirements for each award are:
 - In accordance with the specific conditions approved for the accreditation of each courses
 - Commensurate with the employment requirements of relevant professions and their professional association
 - Equivalent in workload demands for students studying in on-campus, blended and online delivery modes

- Communicated clearly to all students in unit outlines
- Monitored in accordance with regulatory obligations
- Supported by measures to identify, support and, if necessary, discipline students who not meet requirements.

4.4. Students are responsible for ensuring that they maximize the learning opportunities, resources and experiences provided for each award.

5. Definitions

Academic staff/teaching staff refers to permanent and casual employees engaged in teaching and assessment of courses at the institution.

Attendance refers to presence in on-campus or online learning environments, as stipulated in the conditions required to achieve the learning outcomes for each unit of study.

College (the)/Institution (the) means the Navitas Professional Institute and its colleges (see registration information below).

International student refers to a student required to hold a student visa for study in Australia. International students are required to maintain a full-time on-campus study load each trimester and a minimum 80% class attendance and participation for the units they are enrolled in over each trimester of study, unless a variation to this requirement has been prior approved by the College consistent with College policy and regulatory requirements. International students may enrol in online units during their studies, however they must be enrolled in at least one on-campus unit each trimester, and can study a maximum of 25 per cent of their total course online.

Participation refers to engagement with the full range of learning activities, including attendance, at classes that have been designed to ensure students are provided with opportunities to demonstrate that they have achieved the learning outcomes specified for each unit of study. The nature and combination of participation requirements may vary from unit to unit and between on-campus, blended and online versions of the same unit.

Unit means a unit of study in a higher education course or a unit of study, subject, module and/or unit of competency in a vocational education and training course.

6. Review

This policy is reviewed at a minimum of every 5 years by the policy owner (or designate) to ensure alignment to appropriate strategic direction and its continued relevance to Navitas' current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

7. Records

Records in association with this policy will be kept in accordance with the institution's Records Management Policy and Records Retention and Disposal Schedule. Confidential files related to the implementation of the policy must be maintained according relevant privacy processes.

8. Related documents

This policy statement should be read in conjunction with the Academic Misconduct Policy; Academic Integrity Statement; Assessment Policy

9. Related legislation

Higher Education Support Act 2003; Tertiary Education Quality and Standards Agency Act 2011; National Vocational Education and Training Regulator Act 2011; Education Services for Overseas Students (ESOS) Act 2000 and National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; and associated Commonwealth and State legislation; Australian Qualifications Framework.

Registration information

The Navitas Professional Institute is a group of colleges in the Navitas Professional and English Programs (PEP) Division of Navitas Limited the colleges being the Australian College of Applied Psychology (ACAP), Navitas College of Public Safety (NCPS), Health Skills Australia (HSA), and the Australian TESOL Training Centre (ATTC) with respect to ATTC's 39296QLD Graduate Certificate in TESOL and 39297QLD Graduate Diploma in TESOL courses. Navitas Professional Institute Pty Ltd (NPI Pty Ltd), ABN 94 057 495 299, National CRICOS Provider Code 01328A, TEQSA HE Provider Registration Code 12009, RTO 0500. Health Skills Australia Pty Ltd ABN 53 123 479 201, RTO 21646.