

Policies & Procedures



ATTENDANCE

VERSION: 1.1

Australian Workplace Training Pty Ltd's (AWT) attendance policy is for the benefit of all involved in the training process. This includes trainees, trainers and off-site agencies such as job experience sites.

Punctuality and attendance when scheduled are pre-requisites for any persons wishing to avail themselves of the opportunity to undertake any training conducted by AWT.

Lack of punctuality may have a number of effects including missing part or all of a lesson, disruption to fellow students, showing an apparent lack of interest to the job experience site. Therefore, punctuality may be recorded on any academic transcript awarded and will be shown as a percentage figure. Punctuality applies not only to the start of day but also to returning from any break.

Attendance is critical. Many learning activities are based on group exercises and participation so attendance is expected. Also there is the credibility of the course to consider. This applies not only to other students but also to the job experience sites. Accordingly, trainee attendance may be shown as a percentage on any academic transcript awarded.

Naturally, AWT accept that there will be absences due to job interviews, illness, etc. Wherever possible absence should be notified in advance but at the minimum should be notified first thing on the day/s of absence. Any such absence must be supported by proper documentary evidence otherwise the trainee will be marked 'absent', which will reflect on the trainee's overall attendance record.

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