

Info: Course Monitoring and Attendance



1. Monitoring Attendance

Question no.	FAQ's on Course Monitoring Attendance	Actions taken by Melbourne Trades College	What students are required to do?
Q 1	Will my attendance be recorded daily on hourly basis?	<p>Yes, Student's attendance will be recorded daily on hourly basis and will be submitted to training manager at the end of each week.</p> <p>Attendance reports will be generated and analysed weekly.</p>	You are required to attend your classes regularly every day and maintain satisfactory attendance as per course progress requirements.
Q 2	Who will be responsible for analysing and monitoring my attendance?	<p>Melbourne Trades College Administration department will summarise and monitor attendance record at the end of each week.</p> <p>Student Administration will determine satisfactory and unsatisfactory attendance of students every fortnight.</p>	You are required to attend your classes on regularly every day and maintain satisfactory attendance as per course progress requirements.
Q 3	<p>What is satisfactory attendance?</p> <p>What is the percentage of attendance that I need to maintain?</p>	Students are required to maintain a minimum of 80% of attendance to maintain satisfactory course progress.	You are required to attend all classes.
Q 4	What is Unsatisfactory attendance?	<p>Melbourne Trades College will regularly monitor attendance and send warning letter to students if a student's attendance is at risk of falling below 80%, has fallen below 80% or student has been absent for more than 5 consecutive days without approval. Not maintaining the above criteria means your attendance is unsatisfactory.</p>	You must attend at least 80 per cent of the scheduled course contact hours for each course in which you are enrolled.

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Q 5	Will I receive warning letters based on low attendance requirements?	Yes, Melbourne Trades College Student Administration will send low attendance warning letter to students because low attendance will lead to unsatisfactory course progress. Unsatisfactory course progress (i.e. failing to achieve competency in more than 50% of the units for two consecutive study periods) will lead to students being reported to the Department of Home Affairs via PRISMS.	If you have received low attendance warning letter, you should contact Student Administration immediately and discuss reason for low attendance and need of any support required. You are required to ensure that you regularly attend your classes and maintain satisfactory course progress so that you are not reported to DHA.
Q 6.	Will I be reported to DHA based on low attendance?	No, Melbourne Trades College will not report student on the basis of unsatisfactory attendance. However, Low attendance might lead to unsatisfactory course progress which will further lead to you being reported to the Department of Home Affairs via PRISMS.	You are required to maintain satisfactory attendance in order to maintain satisfactory course progress requirements.
Q 7.	What should I do after receiving low attendance letter?	Melbourne Trades College Student Administration will discuss strategies / implement intervention strategies to assist you to maintain satisfactory attendance and achieve satisfactory course progress.	You are required to meet concerned person in Student Administration within 3 days of receiving the letter or as soon as possible. You must discuss why you were absent, what were the circumstances and if you require any intervention strategy.

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Q 8.	Do I need to apply for RPL on the basis of low attendance?	<p>Yes, as per the attendance requirements by ASQA, 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.</p> <p>In this case, Melbourne Trades College will invite student to apply for RPL and Melbourne Trades College 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.</p>	You are required to meet concerned person in Student Administration.
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2. Monitoring Course progress

Question no.	FAQs on Course Monitoring Attendance	Actions taken by Melbourne Trades College	What students are required to do?
Q 1	What is satisfactory course progress?	Satisfactory course progress implies that a student is successful in completing or demonstrating competency in at least 50 % of the units in any study period to achieve minimum competency level.	You are required to maintain satisfactory course progress i.e. be successful in demonstrating competency in at least 50 % of the course requirements in any study period of the studies.
Q 2	What is Unsatisfactory course progress?	Unsatisfactory progress is defined as not successfully completing or	You are required to attend all classes so that you are aware about the teachings and assessments which will help

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		demonstrating competency in at least 50% of the units in that study period.	you to maintain satisfactory course progress.
Q 3	What is study period?	Study Period defined by Melbourne Trades College is one term of the course (10-20 weeks) in which the student is enrolled. Different qualifications will have different study period. Refer to Melbourne Trades College student handbook for further information.	
Q 4	How and when will be the course progress monitored?	Course progress will be monitored based on assessments and your results in these assessments in each study period will determine satisfactory course progress.	You are required to attend your classes regularly every day so that you can maintain satisfactory course progress.
Q 5	Who will be responsible for analysing and monitoring my course progress?	Melbourne Trades College Administration team will analyse and monitor your course progress. Administration Manager will consult with academic staff and determine satisfactory and unsatisfactory course progress of students every study period.	You are required to attend your classes regularly every day so that you can maintain satisfactory course progress.
Q 6	Will I receive warning letters based on low course progress requirements?	<p>Yes, Melbourne Trades College Student Administration will send you warning letters.</p> <p>Notification Letter: Melbourne Trades College will inform students if they are at risk of showing unsatisfactory course progress for the first study period and thereby breaching their students' visa requirements.</p> <p>1st warning letter: Melbourne Trades College will inform students that their course progress is unsatisfactory i.e. not demonstrating competency in at least 50% of the units in the first study period*. If it continues to fall, it will lead to unsatisfactory course progress for the second consecutive study period* which will ultimately lead to</p>	<p>You may be invited to meet Administration Manager or student administration to discuss any issues that you might be having and to offer support services after receiving notification letter</p> <p>You are required to meet student administration to discuss further upon this, so that intervention strategies can be implemented and support can be provided after receiving 1st or 2nd warning letter.</p> <p>If course progress is unsatisfactory despite sending 2nd warning letter, and after implementation of intervention strategy, then you</p>

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		<p>not meeting satisfactory course progress requirements.</p> <p>2nd Warning letter: If student continues to show unsatisfactory course progress even after sending 2 warning letters and after implementing intervention strategy. Melbourne Trades College will send 2nd warning letter indicating that they are still at the risk of not making satisfactory course progress for the second consecutive study period and that the student will be reported to the Department of Home Affairs via PRISMS if they continue to be at risk even after following intervention strategy.</p> <p>Intention to report: Melbourne Trades College will inform students about their failure to meet satisfactory course progress requirements. Upon which, Melbourne Trades College will be required to report student on the basis of unsatisfactory course progress to the Department of Home Affairs (DHA) via PRISMS.</p>	<p>will be reported to DHA via PRISMS that you are at risk of breaching your student visa requirements after 20 working days of receiving Intention to report letter.</p>
Q 6.	Will I be reported to DHA based on unsatisfactory course progress?	<p>Yes, as mentioned above, students will be reported to the Department of Home Affairs (DHA) via PRISMS based on unsatisfactory course progress for two consecutive study periods after 20 working days of receiving Intention to report letter.</p>	<p>You are required to maintain satisfactory course progress requirements.</p> <p>You have the right to lodge complaints and appeals within 20 working days by using Melbourne Trades College complaints and appeals policy if you believe your course progress is satisfactory.</p>
Q 7.	What should I do after receiving 1 st or 2 nd warning letter?	<p>Melbourne Trades College will implement intervention strategies and provide support to the students.</p>	<p>You are required to meet concerned person in Student administration within 5 days of</p>

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		If Students believe that they have maintained satisfactory course progress and attendance, then Melbourne Trades College will advise the students about their right to lodge complaints and appeals within 20 working days by using Melbourne Trades College complaints and appeals policy available on Melbourne Trades College website.	receiving the letter or as soon as possible. You have the right to lodge an appeal.
Q 8	What is complaints and Appeals and how does it work?	Melbourne Trades College has implemented complaints and appeals policy for students. Detailed process and procedures on complaints and appeals policy is available on website of Melbourne Trades College.	You can refer to internal appeals process within 20 working days of receiving the intention to report letter. If you are not satisfied with Internal appeals process, then you can lodge external appeal process through Overseas students Ombudsman (refer Q9).
Q 9	What is Overseas Students Ombudsman?	Melbourne Trades College will advise students to refer to Overseas Students Ombudsman to lodge an external appeal or complain about the decision. The Overseas Students Ombudsman offers free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider.	You can refer to Overseas students Ombudsman which offers free and independent service for overseas students. Refer to the link below: (https://www.ombudsman.gov.au/How-we-can-help/overseas-students)
Q 10	Will my enrolment stay active during complaints and Appeal process?	Yes, Student's enrolment will be kept active until both internal and external appeals process have been completed.	Your enrolment will be kept active until both internal and external appeals process have been completed.
Q 11	At what last stage will I be reported to Department of Home Affairs? And	Melbourne Trades College will report unsatisfactory course progress to DHA via PRISMS, if: <ul style="list-style-type: none"> the internal and external complaints processes have been completed and the decision or 	Your Condition of Enrolment (CoE) will be cancelled which was given to you by Melbourne Trades College.

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	What will be the after affects?	<p>recommendation supports the Melbourne Trades College decision, or</p> <ul style="list-style-type: none">• the student has chosen not to access the internal complaints and appeals process within the 20 working day period, or• the student has chosen not to access the external complaints and appeals process,• the student withdraws from the internal or external appeals processes by notifying Melbourne Trades College in writing.• Student's CoE will be cancelled in the end.	
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