

SCOPE

For all courses one hundred percent (100%) attendance is mandatory unless a student has a credit transfer for any particular unit of competency.

If tutorials are included in the course delivery, one hundred percent (100%) attendance is mandatory for all tutorials. In the unique situation where a student has competently completed all units of competencies that have been delivered and the trainer has verified this, then and only then can a trainer give permission for the student to not attend a tutorial.

If a student has an unexpected, unplanned or unavoidable absence, then they must contact a CTI staff member via phone or email. It is expected that this would not occur for more than two separate instances.

If a student's absence is deemed as acceptable and legitimate, then one of the following alternative options for training delivery is to be made available to the student.

Options include, but are not limited to, the following in preferential order:

1. Attend another session of the same unit with either:
 - a. another offer at the same location if available, or
 - b. at a suitable alternative venue, if available, or
 - c. online delivery if appropriate and available

Note: This may require a student to wait until a future date when this unit is being delivered at any of the above options and may be after their original scheduled completion date

2. If appropriate and time permits – use of one of the scheduled tutorial sessions if included in the course schedule
3. Use of the completion support session If included in the course schedule
4. As a last resort and with prior approval from management, arrangements can be made with students to attend an additional session that does not fit in with any of the above choices

If the student's absence is not deemed as acceptable and legitimate, or occurs on more than two separate instances then the student access to the unit on the student portal may be revoked until such time as the student has attended the class at a later date. This may include re enrolling in a future class and may include a fee.