

Attendance and Participation Policy

Purpose

The purpose of this document is to set out the College's policy and requirements for assessment of Australian award Programs.

Applicability

This policy applies to all current College students enrolled in an Australian award Program, staff and independent contractors.

Attendance and participation

Attendance requirements vary according to the mode of delivery.

Students must fully and actively participate in the program in which they are enrolled (see Assessment Rules).

The College's participation requirements may not be satisfied if a student:

- a) Is absent from workshops or other onsite activities;
 - b) Does not actively participate in workshops or other onsite activities;
 - c) In relation to written work or other activities (whether these are required to be submitted for assessment or not):
 - i) Does not complete them;
 - ii) Consistently completes and submits them later than the due dates;
 - iii) The work is not their own; or
 - iv) Does not access learning resources or undertake tasks and activities as described in the course materials.
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Consequences of non-attendance and non-participation

It is a course requirement that students participate fully in their Program. This includes submitting coursework and undertaking assessments in accordance with the course timetable.

If a student's participation in a program is determined to be unsatisfactory by the Program Director, the student may be required to transfer to a later offering of the Program in which case an administration fee may apply.

If a student does not satisfy the attendance and participation requirements, they may be ineligible for assessment. As a consequence, the Program Director may refuse permission to undertake an assessment. Alternatively, in the case of Postgraduate Programs, the Program Director may direct that marks are to be deducted from the student's assessment grade.

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Policy Owner	Chief Academic Officer	Information Classification	OPEN
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If a student has been advised that they are ineligible for an assessment and they nevertheless attempt an assessment, that assessment will not be marked and the student will be required to redo the assessment once they have satisfied the attendance and participation requirements.

Extensions

If a student is unable to complete a task or activity (whether assessable or non-assessable) by the date scheduled for submission, they must contact the lecturer in advance to let him/her know and to request an extension in accordance with Rule 5 of the Assessment Rules.

Jobs and other commitments

Students must be available for all scheduled assessments.

The College strongly recommends that students enrolled in the full-time PLT Program do not undertake full-time work or other commitments at the same time as students may have difficulty completing requirements if work or other commitments are too great.

In Postgraduate Programs, students are expected to devote on average 8 to 10 hours each week per subject. However, students will need to devote additional time for assessment tasks and preparation.

Notification of absence

If a student is unable to attend or is absent from a scheduled workshop or assessment, they must notify their lecturer and Customer and Student Engagement at support@collaw.edu.au giving reasons for their absence, including any available supporting documents if available (a medical certificate may not be required).

The Program Director may at his/her discretion require any work missed to be made up in the same or a subsequent Offering. A fee may be charged where alternative assessment dates are arranged.

PLT Program minimum rate of progression

In relation to the PLT Program:

- a) While the College allows for deferrals in appropriate circumstances, students must complete all components of the PLT Program within 4 years of commencing the Coursework Component.
 - b) Rules in respect of minimum rate of progress in relation to the Work Experience Component are found in the Work Experience Rules.
 - c) The CPE Component can be completed while enrolled in the Coursework Component. The College allows students access to the CPE courses after completion of the Coursework Component.
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- d) Students who have not completed all components within four years must apply to commence the PLT Program from the beginning (including the payment of a further tuition fee).
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Related policies

Assessment Rules
Support for Students Policy

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