



TrEd College
TrEd College RTO 40797 CRICOS 03741E

Policy & Standard Operating Procedure

Attendance Monitoring & Intervention

(CEO Approved – Auto-Recording, 85%/80% Thresholds, ESOS s19(2) Notification)

Document Control

- **Version:** 2.0
 - **Effective Date:** 1 July 2025
 - **Review Date:** July 2026
 - **Owner:** Academic Manager / Compliance Manager
 - **Approved By:** CEO
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1. Purpose

This policy establishes a **consistent, automated, and auditable system** to:

- Monitor international student attendance
 - Trigger timely **interventions (<85%)**
 - Ensure compliance with **ESOS Act 2000 (s19(2))** and **National Code 2018 (Standard 8)** for **unsatisfactory attendance (<80%)**
 - Maintain accurate PRISMS reporting
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2. Scope

Applies to:

- All CRICOS-registered courses delivered by TrEd College

- All international students enrolled in attendance-based courses
 - All delivery modes (face-to-face, online, blended) where attendance is a requirement
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3. Policy Statement

TrEd College will:

- Maintain **real-time, automated attendance recording**
 - Intervene early where attendance falls below **85%**
 - Initiate formal reporting and notification where attendance falls below **80%**
 - Ensure all actions are:
 - Documented
 - Evidence-based
 - Aligned to ESOS requirements
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4. Attendance Recording System

4.1 Automated Recording

Attendance is recorded via:

- **LMS (Canvas) engagement tracking, AND**
- **Physical attendance sheets (signed)**

Controls

- Trainer must:
 - Mark attendance **per session (actual hours attended)**
 - Record early departures in LMS notes
 - System automatically calculates:
 - Attendance percentage (%)
 - Alerts for thresholds
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4.2 Data Integrity Controls

- Weekly reconciliation between:
 - Physical attendance sheets
 - LMS records
- Any discrepancies:
 - Investigated
 - Corrected

- Logged
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5. Attendance Monitoring Workflow

Attendance Recorded (LMS + Sheet)
↓
System Calculates %
↓
≥85% → Continue Monitoring
↓
<85% → Early Intervention Trigger
↓
<80% → Unsatisfactory Attendance (s19(2))
↓
Notification + PRISMS Reporting

6. Intervention Framework

6.1 Early Intervention (<85%)

Triggered when attendance falls below **85%**:

Actions

- Student contacted within **5 working days**
- Meeting arranged with trainer/support team
- Intervention plan developed

Evidence

- Intervention record
 - Communication logs
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6.2 Unsatisfactory Attendance (<80%)

Triggered when attendance falls below **80%**:

Actions

- Formal intention to report issued
- Student given opportunity to respond
- Appeal process available

7. ESOS s19(2) Notification

If attendance remains below **80%** after intervention:

- TrEd College will:

Step 1

- Issue **Intention to Report Notice**

Step 2

- Allow student to access:
 - Complaints and appeals process

Step 3

- If no successful appeal:
 - Report student in **PRISMS under s19(2)**
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8. Timeframes

Action	Timeframe
Early intervention (<85%)	Within 5 working days
Intention to report (<80%)	Within 5 working days
PRISMS reporting (post appeal)	As per ESOS requirements

9. Automated Alerts & Escalation

System Alerts

- Triggered at:
 - 85% → Warning alert
 - 82% → Urgent alert
 - 80% → Critical alert

Escalation

Level	Trigger	Action
Level 1	<85%	Academic intervention

Level 2 <82% Compliance review

Level 3 <80% Formal reporting process

10. Roles and Responsibilities

Trainers

- Record accurate attendance
- Notify issues

Academic Manager

- Oversee interventions
- Ensure student support

Compliance Manager

- Monitor thresholds
- Manage PRISMS reporting

CEO

- Oversight of high-risk compliance
 - Review systemic issues
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11. Evidence Requirements

- Attendance logs (LMS + physical)
 - Intervention records
 - Communication with students
 - PRISMS reporting logs
 - Audit reports
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12. Monitoring and Audit

- **Weekly**
 - Attendance reconciliation
- **Monthly**
 - Compliance audit
- **Quarterly**
 - Review of attendance trends

13. Non-Compliance Handling

If attendance monitoring fails:

- Immediate corrective action
- Entry into:
 - Compliance Register
 - Corrective Action Register

14. Continuous Improvement

- Monthly reporting to Executive
- Staff training and refresher sessions
- System enhancements based on audit outcomes

15. Declaration

This policy ensures:

- Proactive student monitoring
- Timely intervention
- Full compliance with ESOS attendance requirements

16. Approval

Name: Nutan Srivastava

Position: Director

Signature: 

Name: Amit Sabharwal

Position: CEO

Signature: 

