

STUDENT PARTICIPATION POLICY AND PROCEDURE



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1 PURPOSE

- 1.1 This policy and procedure outlines how CQUniversity will manage and monitor student attendance and participation in vocational education and training (VET) units.

2 SCOPE

- 2.1 This policy and procedure applies to students participating in VET units at CQUniversity.

3 POLICY STATEMENT

- 3.1 To comply with legislative and funding requirements, the University must be able to provide evidence of 'active engagement' through student attendance and participation.
- 3.2 To provide this evidence, the University records full and complete records of student participation. These records must be:
- entered in the Student Records System in a timely manner
 - retained appropriately, and
 - reported by Student Central through the [Australian VET Management Information Statistical Standard \(AVETMISS\)](#) reporting requirements

4 PROCEDURE

On-campus study

- 4.1 Records of participation during on-campus study must contain:
- name of the student/s

- unit of competency code and name
- date/s of training
- duration of training (number of hours against individual units of competence)
- location of delivery
- employee's signature (including date of signing), to be captured in an attendance roll, and
- signature of the student (including date of signing), to be captured in an attendance roll.

4.2 Evidence to meet the above requirements can be captured through:

- class participation rolls, and
- student participation logbooks or a student participation (sign-in) register.

Online study

4.3 Participation records for online study must show that the student has actively and directly engaged with the topic at hand.

4.4 The following are not accepted as sufficient evidence of participation with an online unit:

- attendance at an induction or orientation activity that only relates to the course as a whole, and does not relate to a specific unit
- questions and discussions that solely relate to the unit structure, or logistics of training delivery, and that do not relate to unit content, or
- evidence of a student logging in and out of a unit that does not demonstrate any further direct engagement with the unit content through one of the above activities.

Records for unit of competency

4.5 For each individual unit of competency, the following records must be retained:

- the name of the student/s
- the name of the unit of competency that the student engaged with – including code and name
- the date/s of engagement that the student engaged with the unit, and
- the duration which the student spent engaging with the unit.

4.6 These records can be retained through the Learning Management System (Moodle) logs or paper-based rolls.

Records for evidence of participation

4.7 In addition to the above, for each individual unit of competency, at least one of the following examples of evidence of participation (engagement) with the unit must be retained:

- correspondence (e.g. emails or diary notes) between the student and teacher confirming:
 - the student's commencement and/or progression through the unit
 - student name
 - code and name for unit of competency
 - dates and duration, and
 - educational content discussed that relates to the unit.
- an attempted or completed online quiz or test that relates to the unit
- an attempted or completed assessment piece that relates to the unit
- an attempted or completed workbook or practical placement workbook that relates to the unit

- active participation in an online chat or video conference (for example, responding to questions about the unit content, creating a forum entry relating to the unit content, participating in discussions about the unit content, asking a question that relates to the unit content), or
- active participation in a workshop relating to the individual unit (for example, responding to questions about the unit content, asking a question that relates to the unit content, participating in discussions about the unit content).

Engagement activity

- 4.8 To ensure evidence of active online participation is readily available for each unit, the School or College must ensure that students are engaged early in the learning content for the unit through, for example, an upfront quiz or reading with questions, designed and in place in the first section or lesson of the online VET learning content, as it appears to the student.
- 4.9 This engagement activity must be completed within the first 10 days of the student commencing study in their unit. This activity needs to be:
- simple, so that it can be completed by the student in the first 10 days. For example, a reading (paragraph) of the unit's specific educational content, with a simple true/false quiz at the end to show the student has read the paragraph and engaged in the learning content, and
 - structured in a way that requires the student to complete this activity before the student can continue with the rest of their studies.
- 4.10 This online activity will ensure that the University can legitimately assess the students' learning and understanding of the content, early in their unit, as well as ensure the University can subsequently claim any subsidy or subsidies owing for the training provided.

International students

- 4.11 To maintain a student visa to study in Australia, international students must comply with the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (Cwlth) (National Code), including minimum attendance requirements. The National Code requires registered providers, such as the University, to monitor international student progress and attendance.
- 4.12 Attendance will be calculated from each Monday of the course, starting from Week 2. If a student is absent for five or more consecutive days without approval, the teacher will notify their Head of Course. The Head of Course will contact the student to check they are safe, offer support and/or assistance to the student to re-engage in their study, or if necessary, warn the student of their attendance obligations. The Head of Course will request a meeting with the student and keep a written record of this meeting as well as forwarding this to Student Engagement.
- 4.13 On a weekly basis, the Head of Course will advise Student Engagement of any student/s who need to be sent a notification for low attendance.
- 4.14 Student Engagement will notify the student, by email, of their low attendance and that they are at risk of failing the course and breaching their student visa. Emails will be sent to the student's University designated student email account.
- 4.15 These students will be sent two warning emails. The first warning will be sent when attendance reaches a minimum possible attendance of 90 per cent. The second warning will be sent when attendance reaches a minimum possible attendance of 85 per cent.
- 4.16 The Head of Course will meet with the student on each occasion a warning is sent, to discuss their attendance record and develop a plan to ensure the student's minimum possible attendance remains above 80 per cent. Written records of meetings, including follow up meetings, will be recorded in the University's Customer Relationship Management System (SugarCRM) by Student Engagement.
- 4.17 If a student's minimum possible attendance continues to decline below 80 per cent, the student will be notified in writing (a Notice of Intent to Report (NITR)), by Student Engagement, of the University's intention to report the student's unsatisfactory attendance to the [Department of Home Affairs](#).

- 4.18 The student will be given the opportunity to appeal within 20 working days from the date of the letter, as per the [Cancellation of Studies – International Students Policy and Procedure](#).
- 4.19 After the 20 working day period, if the student does not submit an appeal or the student's appeal is unsuccessful, Student Engagement will advise the International Compliance Officer to report the matter to the Department of Home Affairs (via the Provider Registration and International Student Management System (PRISMS) website) as a course variation caused by unsatisfactory attendance.
- 4.20 The teacher may choose not to report a student for attending less than 80 per cent where all the conditions below are met:
- the student produces documentary evidence demonstrating that compassionate or compelling circumstances apply
 - the decision not to report is consistent with the University's documented attendance policy documents, and
 - the student has attended at least 70 per cent of the scheduled course contact hours.

5 RESPONSIBILITIES

Teachers

- 5.1 For on-campus study, student attendance against each unit must be accurately recorded on an endorsed attendance roll on the same day that attendance/participation occurs.
- 5.2 Student attendance against each unit must be recorded every time a student attends an on-campus class/session, and for every interaction in online or mixed delivery modes.
- 5.3 Teachers must proactively contact students to record participation for each unit – for both online and on-campus study – within the first 10 working days of the start date of the unit.
- 5.4 Teachers must proactively enter the first date of participation in the Student Management System, StudentOne, for each unit within the first 10 working days of the start date of the unit. This can be recorded directly into StudentOne or via the Online Student Participation Entry Tool.
- 5.5 Students who have been absent for three consecutive classes/study activities must be followed up, by their teacher, to develop appropriate support strategies.
- 5.6 Teachers must not wait for students to undertake an initial recordable participation event for each unit, especially when a student is studying in online or mixed delivery modes.
- 5.7 Student participation is not time-based but is rather based on meaningful engagement with the learning topic at hand. For example, there is no rule that requires a student to spend half an hour online before this can be recorded as participation.

Compliance, monitoring and review

- 5.8 The Deputy Vice-President (VET and Business Development) is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.
- 5.9 Auditing of enrolment data will be conducted. Audits will be conducted against AVETMISS.

Reporting

- 5.10 Outstanding participation reports will be generated prior to VET Funding Agreement closures and provided to the executive members of the Tertiary Education Division for resolution.

Records management

- 5.11 Evidence of participation is the property of the University and must not be removed from the premises, except in the case of online delivery and must be available for review at any time. On completion of online delivery, records must be returned and retained on University premises according to the [Records Management Policy and Procedure](#).
- 5.12 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.13 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Activity start date: the actual date that the training activity starts for a student in a unit of competency (e.g. attends first class, commences online activity, etc.) and not the date that the student is enrolled or the date of the unit availability. This date is only populated once participation is recorded, and provides information about the patterns of activity and participation within the [Department of Employment, Small Business and Training](#) submissions.

Participation: evidence to support a student's active participation in a unit of training.

Record of participation in training: full and complete records retained to support student's participation in training for each unit of competency from commencement to completion. Acceptable evidence for all modes of delivery are detailed within Section 4 of this document.

7 RELATED LEGISLATION AND DOCUMENTS

[Cancellation of Studies - International Students Procedure](#)

'Using the Online Student Participation Entry Tool' StudentOne User Reference Guide

8 FEEDBACK

- 8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

| Approval and Review | Details |
|------------------------------|--|
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| Notes | This document was formerly known as the Recording Student Participation Procedure (TAFE) (last approved 12/06/2014); and the Student Participation Policy and Procedure (VET) (last approved 21/10/2019). |