

Policy: Learners Attendance

Policy Reference:

Version:

Person Responsible:

1. Policy Statement

Attendance in class, participation and group work are an important means of learning and in many classes is essential to the training objectives of the course, problem and practical learning, learning success and reinforces the strategic mission of GTI.

Upon enrolling in a course or a programme at GTI learners must have taken into account work, family, religious and all other commitments and are able to attend all scheduled classes.

GTI recognises the significant subsidisation of fees, and that the investment learners and their sponsors make when a trainee enrolls in a course and believes that, as a responsible institute, it has a duty of care to monitor attendance, and to act on non-attendance, so that learners can be supported to complete their programme of training. Attendance is a key component in trainee retention, progression and achievement.

2. Definitions

3. Application

People:

- All learners admitted to GTI training programmes.
- All training and administrative staff of GTI.

Processes:

- Recording of class attendance
- Attendance actions

4. External Requirements

This policy helps GTI meet the following external requirements:

- BQA
- Awarding Bodies
- MoL

5. What is Expected:

GTI shall:

- Ensure that all enrolled learners are given accurate and timely information on the attendance requirements, timetabling and locations for each course.
 - Courses taught at GTI have a 70% attendance requirement. This allows 30% absence in recognition of extenuating circumstances.
 - Programmes and courses offered to specific groups, for professional development or for the community where specific attendance requirements are varied from 70% must be approved by the senior management and the attendance requirements must be published separately in programme outline or course documentation in accordance with the guidelines.
 - Attendance is highly correlated with training performance, learners admitted to GTI are expected to attend all classes and be on time. Therefore, attendance and punctuality will be part of the assessment requirements.
 - Learners identified at risk due to absenteeism must be followed with via the administrative staff in coordination with the Quality Specialist.
 - Absent learners will be followed up via the administrative staff to inquire about their absetisim and find out if they need further support.
 - The induction must remind learners of the importance of regular attendance at scheduled sessions.
 - Trainers and the Quality Specialist must maintain accurate trainee attendance records on the day of the class and attendance records are entered into the Data Management System.

6. Key Dates

First Approved:

This Version Approved:

Next Review Date:

7. Links and Related Documents

All GTI Policies and Procedures, particularly:

- Trainee Rights and Responsibilities
- Admission Policy
- At Risk Trainee Support

Procedure: Attendance Actions

Procedure Reference:

Version: 1

Person Responsible:

1. Purpose

This procedure applies to all learners formally admitted to a programme of training and relates to the attendance requirements for enrolled courses. It outlines the actions to be taken if a trainee does not maintain adequate attendance. It provides a mechanism to ensure that all related actions are compliant with the related policies and procedures. Upon enrolling in a course or a programme at GTI learners must have taken into account work, family, religious and all other commitments and are able to attend all scheduled classes.

2. Related Policy

- Trainee Attendance

- Trainee Rights and Responsibilities

3. Documents (Rules, Guidelines, Flowcharts, Forms)

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Step	Responsible	Outcome	Location
1. Set attendance requirements into system for each course at 70% (or in accordance with approved Course Descriptor)	Quality Specialist	Course attendance requirements	
2. Publish attendance requirements to learners	Quality Specialist	Learners aware of requirements	Website; Course documents; induction
3. Record trainee attendance on the days of scheduled classes One record shall be entered for each trainee: <ul style="list-style-type: none"> • PR Present, attended the session • L1 Late for the session (0-10 minutes) (no penalty) • L2 Late more than 10 minutes (will be recorded as late) • LV Left early before the class was dismissed (half an absence for the session) • AA Alternate Arrangements. MAY ONLY be used if the case is approved. • AB Absent • CC Class Cancelled 	Quality Specialist/ Trainers	Attendance records maintained daily	Course File
4. Running Attendance Process twice	Trainers	Attendance Actions	Course

Step	Responsible	Outcome	Location
daily		updated	File
5. Notification email sent to the trainee and trainers IF trainee exceeds 20% absences.	Quality Specialist	Registration System, results records updated Email sent to trainee and trainer	Emails Attendance documents

4. Application

People:

- All learners admitted to GTI Programmes.
- Trainers and administrative staff of GTI.

Processes:

- Attendance recording and reporting

5. Key Dates

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Procedure: Alternative Training Arrangements

Procedure Reference:

Version:

Person Responsible:

1. Purpose

This procedure applies to individual learners enrolled in courses, who have special cases which prevents them from attending the course they are enrolled in; and those with significant and/or chronic health conditions. It provides a mechanism to ensure that learners in these circumstances are not unnecessarily disadvantaged by the attendance requirement and ensures that they have an opportunity to access information for session outcomes, related support services as appropriate and all related actions are compliant with the related policies and procedures.

2. Related Policy

Trainee Attendance

3. Related Documents (Forms, Guidelines, Flowcharts, Procedures)

- Trainee Rights and Responsibilities
- Support Form

4. Procedures

Step	Responsible	Outcome	Location
<p>Individual learners with significant and/or chronic health conditions</p> <p>a. Chronic illness (such as cancer, MS, diabetes, asthma ...)</p> <p>b. Hospitalization for the same condition that amounts to ≥30% of attendance</p> <p>c. Pregnancy involving hospitalization and/or delivery period or enforced bed rest</p> <p>Full medical report(s) are required as part of the evidence with each application. Where possible, application should be made prior to the absences and before the trainee exceeds 30% absences.</p>			
1. Receive the Form with evidence and any other supporting document(s). Seal evidence and mark as confidential as requested. Pass to Quality Specialist for review	Administration/ Quality Specialist		
2. Review application Form, evidence, attendance records, courses trainee is enrolled in. Consult relevant trainers /others as needed and document recommendation including alternative	Quality Specialist		

plan. Discuss the alternative plan with the trainee as needed.			
<i>In all cases If the alternative plan is approved</i>			
3. <i>The trainee is responsible to ensure they follow up and access all agreed support. The Trainer supports the trainee and marks attendance based on approved/agreed Alternative Training Arrangements.</i>	Trainer/ Quality Specialist	Attendance record	Course File

5. Application

People:

- All learners admitted to GTI Programmes.
- Training staff
- Administrative staff of GTI.

Processes:

- Attendance recording and reporting

6. Key Dates

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