

Purpose

This supplementary document provides clarity about the attendance being monitored while using the mode of online training and assessment via Zoom. The document further explains the allocation and marking student attendance regarding attending face-to-face online classes via ZOOM where the arrangement has been made because of PCBT operational requirements and circumstances surrounded by COVID-19.

Compliance

- This policy & procedure relates to the following RTO Standards: 1.1; 1.2 and 1.7
- This policy & procedure aligns to Standards 6, 8, 9 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018
- PCBT Attendance Monitoring Policy & Procedure
- ASQA: Temporary flexible regulatory arrangements for CRICOS and ELICOS delivery¹

Background

In anticipation of some limitations on delivering course/s face to face at PCBT campuses due to COVID-19 pandemic outbreak, PCBT may utilise the temporary arrangements when some or whole of its courses to be delivered online (distance learning).

- ***ASQA: Temporary flexible regulatory arrangements for CRICOS and ELICOS delivery***

During this time, all ASQA-regulated providers may use a distance delivery mode for training and assessment, providing training package requirements allow for this. This allowance includes CRICOS providers delivering VET or ELICOS courses, even though this is not fully compliant with the ESOS Act. As circumstances change and restrictions are eased, these temporary arrangements will be reviewed.

Delivery for CRICOS students must continue to be based on 20 scheduled course contact hours per week – although some or all of this may be delivered online. Course contact hours are the hours for which students enrolled in the course are scheduled to attend classes, course-related information sessions, supervised study sessions, mandatory and supervised work-based training and examinations.

Procedures

Attendance is recorded by the trainer & assessor twice on daily basis, 30 minutes after the commencement of the morning and afternoon sessions.

The attendance is recorded on a Google sheet shared between administration and training staff. The following information is recorded on the attendance sheet:

- Qualification
- Unit(s) of competency
- Trainer & Assessor
- Room allocation

¹ <https://www.asqa.gov.au/covid-19/cricos-and-elicos-delivery>

- Days, dates, and times (start; finish and length) scheduled
- Student (Surname, Given Name, ID, contact number)
- CoE start and end date
- Total possible attendance (calculated through google excel sheet formulas)
- Comments (on each applicable cell)

Attendance is taken at 8:00am, 12.00pm, 01.00pm and 4:00pm, and 5.00pm of supervised training) for:

- Morning (8:00am-12.00pm),
- Afternoon (12:00pm-4:00pm) and
- Evening supervised training (4:00pm-6:00pm).

For the full day 8 hours is equivalent to 100%. The total possible attendance is calculated at the beginning of each term when students start with 100%. Each absence, late arrival or early departure will reduce the total possible attendance percentage.

VET Students

The minimum requirement for attendance is 80 per cent of the scheduled 20 contact hours including:

- Face-to-face in campus.
- Supervised training in campus.
- Face-to-face through online via ZOOM.
- Supervised training through online via ZOOM.

PCBT may utilise all the above options where necessary in terms of its operational requirements and circumstances surrounded by COVID-19. Where PCBT will continue providing training and assessment through online platform via ZOOM, student attendance hours will be based on how much time they attended and participated through software (ZOOM) while they are online. PCBT Trainers and Assessors will be marking and updating PCBT Google Attendance sheet with the same calculation of hours as they are considering while face-to-face in campus.