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(MQA Approved)

Student Attendance Monitoring and Engagement Policy and Procedure

December 2019

Responsibility of:	Discipline master /Supervisor
Produced by:	Discipline master /Supervisor
Initial Approval Date:	June 2013
Reviewed:	February 2017
	December 2019
Next Review Date:	February 2022
Approved by:	Vti Academic Board

Student attendance monitoring and engagement policy

1. Introduction

- 1.1 This document sets out the policy and procedure employed by the vocational training institute ltd-VTI to monitor student attendance and engagement on all INSTITUTE courses, including Full time and Part Time and while on assessed placements. It also outlines the activities the institute undertakes to encourage students to attend scheduled classes and also engage with the full range of learning opportunities and, thereby, increase their success.
- 1.2 The Policy also sets out how that the vocational training institute ltd-VTI monitors of students sponsored by the vocational training institute ltd-VTI under Visas and Immigration dept Sponsorship scheme in accordance with the the vocational training institute ltd-VTI's statutory obligations under its its license.
- 1.3 The Policy is set in the context of research which demonstrates that student attendance correlates strongly with student performance. While this is not the case for all students, the vocational training institute ltd-VTI believes that monitoring and encouraging attendance is important to support students in their academic studies as such has the potential to indicate those students at risk of leaving their course early or of failure.
- 1.4 The vocational training institute ltd-VTI aims to improve the attendance and engagement of all students. Attendance in lectures, seminars and workshops provides students with the skills and knowledge necessary to successfully complete the course. It is, therefore, in the interests of every student to attend their scheduled sessions. Engagement with the available learning resources and with assessment is also key.
- 1.4 Attendance Monitoring and engagement is central to the work being undertaken in Learning Analytics which aims to support student success. This aspect of the Attendance Monitoring and Engagement Policy should be read in conjunction with the vocational training institute ltd-VTI's **Learning Analytics Policy**.

2 Attendance Requirements[1]

- 2.1 Attendance is expected of all students on every element of their course. This refers to lectures, seminars, workshops, practical sessions and any form of summative or formative assessment. Attendance also includes all VTI LTD activities as compulsory.
- 2.2 For students undertaking a period of time on an assessed placement in

industry or practice, this policy also outlines expected attendance during the placement.

3 Attendance Requirements[2]

- 3.1 The vocational training institute ltd-VTI has a particular duty to ensure that inland student/VISA STUDENTS are in attendance, including during any placement, as a condition of its License. Non-attendance could result in withdrawal of sponsorship, which will be reported to, consequently affecting the student's status in Mauritius. This monitoring and reporting is a legal requirement for all sponsors.
- 3.2 Participation in class is required. Irregular attendance not only hurts a student's course work, but it weakens the class as a whole and is not permitted. Since this course has frequent **in-class mcq and regular explanation and discussion**, missing one of those days will also affect your grade in the exam. Attendance is recorded every day, and students with excessive absences will be officially dropped from the course in accordance with College rules.
- 3.3 **Student obtaining less than 80 percent attendance will not be accepted onto examination either locally or internationally or both except on management recommendation and discretion**

4 Attendance monitoring in scheduled classes

- 4.1 Monitoring refers to all recording of student attendance, whether through Student Attendance Monitoring system (SAM) or paper-based. Students are required to touch in to all scheduled classes including lectures, workshops, seminars etc. at the beginning of the class using their the vocational training institute ltd-VTI Student ID Card/NTA if any. Where taken, students are also required to sign any manual registers.

5 Collection and use of data for engagement

- 5.1 Touch-in data is recorded every time students use their I D card/other control methods to enter a the vocational training institute ltd-VTI building, recording the time and date that this occurred. Monitoring engagement with study is also undertaken by monitoring blackboard usage and submissions to assessment.
- 5.2 This data is used as part of the vocational training institute ltd-VTI's Learning Analytics project to support student success. The data on a student's general engagement with the vocational training institute ltd-VTI and the learning resources, combined with SAM data, is used to model the successful study behaviours which enable students to succeed. It is also used to predict which students might require further support.
- 5.3 Students who are not attending or engaged will be contacted by the Student Experience Service to re-engage them with their course. A list is produced on a weekly basis and an institution-wide process is followed.
- 5.4 The vocational training institute ltd-VTI has a separate process for internship .Internships are a defined group of students who require significant data for reporting purposes. A key aspect of this process is to produce a clear reporting process which includes excellent communication between all

stakeholders involved.

- 5.5 Depending on the stage of the process, the intervention changes from who makes the contact and the type of contact (e.g. phone calls, text messages and emails).

6 Use of attendance data for reporting

- 6.1 SAM data is used to assess whether students are meeting attendance requirements for the Student Loans Company (SLC).
- 6.2 Where a student is not attending at the point of a census, they may be withdrawn and this will be reported to the SLC who will end payments.
- 6.3 The internship Non-Attendance Process includes an outcome where the vocational training institute Ltd-VTI contacts the internship 's employer after continuing non-authorised absence or otherwise as agreed with the employer.

7 Authorised absence

- 7.1 Short-term absences due to illness do not need to be authorised, but it is advised that students contacts a member of staff to inform them if they are not able to attend scheduled sessions, or individual meetings that have been pre-arranged.
- 7.2 Students should not normally be absent, unless as agreed with tutors, for a period of more than 5 working days.
- 7.3 Instances of illness or other extenuating circumstances that affect an assessment or examination should be reported to the vocational training institute Ltd-VTI. Students who are undertaking assignments affected by illness or other factors may request extensions. Following the two week extension period or for any missed examinations, students should complete a Mitigating Circumstances application completed with the relevant evidence (doctors or hospital note).
- 7.4 Students are permitted to apply for temporary leave, suspension of studies, or deferral of their course of study for personal or medical reasons.

8 Research students if any

- 8.1 Research students must be in regular contact with supervisors and be able to provide evidence of continued research and progress in their research topic.
- 8.2 Non-demonstration of research progress and non-attendance to planned supervision sessions by research students will be investigated by the

supervisor, and a determination of the reasons for it sought.

9 Withdrawal for non-attendance and/or engagement

- 9.1 The vocational training institute ltd-VTI may withdraw a student from their Course if they are not attending/ and submitting assignments or in the case of research students are not attending supervisory sessions or engaging with their research.

10 Placements

- 10.1 Students who are on assessed placements must attend them as required by the employer. At the end of the placement, students will be required to demonstrate that they have undertaken the required hours at their placement in addition to any assessment.
- 10.2 The attendance of students on visas on placement will be monitored by the Placement Office fortnightly.

11 Non-attendance by sponsored students

- 11.1 The vocational training institute ltd-VTI is required to abide by the License Sponsorship duties outlined by the pass port office . Under these duties the vocational training institute ltd-VTI is legally required to monitor all sponsored students and to maintain attendance records, reporting non-attendance when necessary.
- 11.2 A student who has been issued with a visa to begin either a pre-sessional course, or other course, will be provided with a start date. If the student does not attend within two weeks of the enrolment period or start date, their non-attendance will be reported to the pass port office , and their sponsorship will be withdrawn.
- 11.3 Students are expected to attend all sessions scheduled by the vocational training institute ltd-VTI. Students' attendance within the vocational training institute ltd-VTI will be monitored through the SAM system. Any student who fails to attend for one week will be sent an email/phone/sms warning them of the consequences. The School Office will contact the student and ask them for evidence of why they were not in attendance. If the student is still not in attendance after a second week a second email will be sent and again attempts to re-engage them will be made. Students who do not re-engage as required will have their sponsorship withdrawn and the pass port office will be informed.
- 11.4 Any pre-sessional courses being undertaken are compulsory.
- 11.5 In addition to the expected attendance, students must attend for all enrolment, induction and re-enrolment sessions.
- 11.6 When a student is on an assessed placement their attendance is also compulsory, and attendance will be monitored by the placement team on a fortnightly basis. Where a student is absent without authorisation, attempts

will be made to re-engage but if this does not occur the student will be liable to be reported to the concerned dept to have their sponsorship withdrawn.

