



Macarthur Community College Inc  
RTO ID 6860

<b>POLICY</b>			
<b>Title</b>	<b>Maintenance of Participants Attendance Records</b>		
<b>Purpose</b> Describe policy intent	Identify and outline required attendance records of participants		
<b>Scope</b> List who this policy and procedure applies to	Tutors Coordinators Office Staff		
<b>References and legislation</b>	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 Privacy Act 1988		
<b>Definitions</b>			
<b>Policy</b>	<p>The College will keep attendance records for all course Participants on Rolls produced directly from 4D. Two copies of rolls are provided to relevant Tutor (office copy and Tutor copy).</p> <p>Tutors, Coordinators and office staff are responsible to complete attendance details progressively and securely retain rolls as confidential documents until returned to College office or course Coordinator.</p> <p>Rolls are to be marked and initialled at each course session and signed by tutor upon completion of course according to the method outlined on the computer printed format.</p> <p>Rolls are to be kept confidential Rolls are handed to, checked by, reported on and are the responsibility of Centre Coordinators during term, and are returned to Main office at completion of term where they are filed.</p>		
<b>Relevant documentation</b>	Dissemination of information policy Privacy policy Course Rolls		
<b>Communication and support for staff</b>	Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request		
<b>Procedure</b>	Maintenance of Participant Attendance		
<b>Review date</b>	March 2016		
<b>Mapping to Standards for RTOs</b>	7.5, 8.1,		
<b>Version and Date issued</b>	Version	1	Date issued 01/4/15
<b>Developed By</b>	VET Manager		
<b>Approved by</b>	Principal		

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