

Werribee Community and Education Centre Inc Policy

Policy name	Record of Participation
Responsible person	Manager
Staff involved	Assistant Manager, Coordinators
Review dates	2012
Related documents	Access & Equity Policy and Procedure, Complaints & Appeals Policy and Procedure, Establishing & Applying Decisions for Satisfactory Completion and Delay of Satisfactory Completion Procedure, <i>Request to view own file</i> Form

The following policy applies to all students enrolled in accredited training at Werribee Community and Education Centre Inc.

All participants undertaking training are expected to meet attendance and participation requirements of the course they are enrolled in. Expectations about attendance and participation will be given to students on enrolment. Information is contained in the student information handbooks or kits.

Trainers and Assessors are responsible for the marking and recording of student's attendance on a session by session basis. They are also responsible for monitoring each student's progress.

All students' attendance will be recorded on an attendance roll.

Absenteeism of students from a session will also be noted on the attendance roll.

Trainers and Assessors have the authority and responsibility to monitor each individual's progress during the course and report any concerns to the Coordinator.

All class attendance rolls will be checked by a Coordinator and archived after a course has completed.

Students are informed at induction of their right to access their records.

This document was accepted by the Committee of Management of the Werribee Community and Education Centre Inc on 9/04/10 and supersedes all previous versions.