

LEARNER ATTENDANCE POLICY

Objective:

The purpose of this learner attendance policy is to ensure consistent attendance and participation in training sessions to maximise learning outcomes. This policy outlines the expectations regarding attendance for both online/virtual and classroom-based training programs.

ATTENDANCE EXPECTATIONS:

Training Hours:

Training sessions will be conducted between 9:00 AM and 5:00 PM, unless otherwise specified. Participants are expected to be available and actively engaged during these hours.

Notification of Absence:

If a participant is unable to attend a training session due to unforeseen circumstances, they must notify the training coordinator or facilitator via email at least 24 hours in advance of the session start time.

Online/Virtual Learning:

Participants attending online or virtual training sessions are expected to log in to the designated platform promptly at the scheduled start time.

Attendance will be monitored through the online platform, and participants are required to remain engaged throughout the session.

Classroom Learning:

For classroom-based training sessions, participants must arrive on time and remain present for the duration of the session.

Late arrivals may disrupt the learning experience for other participants and are discouraged.

Consistent Attendance:

Regular attendance is crucial for maximising the benefits of the training program and maintaining continuity in learning.

Participants are expected to attend all scheduled sessions unless they have a valid reason for absence, such as illness or emergency.

Missed Sessions:

If a participant misses a training session, they may be provided with opportunities for missed sessions, depending on the training program's policies and availability.

Missed sessions may be conducted online or as deemed appropriate by the training coordinator.

Recording of Attendance:

Attendance records will be maintained for each training session to track participant engagement and compliance with the attendance policy.

Participants are responsible for ensuring their attendance is accurately recorded for each session they attend.

Consequences of Non-Compliance:

Failure to adhere to the attendance policy may result in the participant being ineligible to receive a certificate of completion or other benefits associated with the training program.

Persistent absenteeism without valid reasons may also impact the participant's overall performance assessment.

Acknowledgment:

By enrolling in the training program, participants acknowledge that they have read and understood the attendance policy outlined above. They agree to comply with the attendance expectations and understand the consequences of non-compliance.

[Signature] _____ [Date] _____

By signing this acknowledgment, I confirm that I understand and agree to abide by the learner attendance policy outlined above.