

Advance OHS

Attendance Policy

Most of our courses are delivered face to face. Nationally recognised courses required the attendance of students and participating in all activities as required. This policy address timing and student allowed delays.

- Student should attend 15 minutes prior starting of any course that required completing 100 points evidence of identity as part of any government authority requirements.
- If no evidence of identity form required, student should be on time and no longer than 10 minutes.
- No students will be allowed after 10 minutes and course rescheduling will be required and fees are also to be paid again
- Morning and lunch break is essential to allow student reenergised and be able to contribute and gain knowledge and skills.
- It is advisable to give students 15 minutes for morning tea and 30 minutes for lunch.
- A minimum of total 20 minutes break should be given to students.
- Each session between breaks should not exceed 2 hours.
- Student getting back late from breaks of more than 10 minutes will not be allowed into the class and rescheduling and fees are to be paid again.

Policy Review

This policy will be reviewed every 3 years