

NRA Training Student Attendance and Academic Progression Policy

1. Objective

- 1.1 This document outlines the National Retail Association (NRA) expectations and administration of student attendance and academic progression through certified training programs.

2. Scope

- 2.1 This policy is available to all Students, prospective Students and third-party Agencies of the NRA via the NRA's website.

3. Student Induction to Training

- 3.1 On the first day of each commencing program, the Trainers provide all enrolling Students with relevant course materials, unit outlines and Work Experience documents. Each unit of competency prescribed is outlined in detail to all Students along with an overview of the assessment involved and attendance expectations.

4. Student Attendance

- 4.1 100% attendance is required from all Students who enrol into an NRA program.
- 4.2 Should a Student be absent from a scheduled session, they are required to notify their trainer or the NRA office (Ph. 1800 732 066) at their earliest convenience.
- 4.3 It will be at the discretion of the Trainer to determine the Student may make up the missed session on another scheduled day or at the completion of the program. Should a Student be unable to make up missed sessions, they may be withdrawn from the course as notified by the Trainer or associated third party.

5. Student Attendance

- 5.1 NRA Trainers utilise Group Attendance Forms to record Student attendance to every scheduled session.
- 5.2 Each form is required to specify the unit of competency or module to be assessed at that scheduled session. The Trainer is expected to educate Students on the unit to be assessed in conjunction with all other units each day of training.
- 5.3 At the commencement of each class, the Students must write their full name and 'time in' on the Attendance Form followed by 'time out' at the completion of the day. Once all Student attendances are recorded, the Trainer is to sign and date the form before providing to NRA Administration Staff. All Student Attendance Forms are to be archived in the specific client or program folder.

6. Academic Progression

- 6.1 Students are expected to meet all academic requirements to progress through their education with the NRA.
- 6.2 Students may undertake the following assessments when studying with the NRA:
 - 6.2.1 Observational Assessments

- 6.2.2 Practical Assessments
- 6.2.3 Theoretical Assessments
- 6.2.4 Group Project Assessments
- 6.2.5 Oral Assessments
- 6.5.6 Third Part Assessments
- 6.5.7 RPL or Credit Transfer
- 6.3 All assessments are administered by the Trainer and may take place at the designated training location or site of work placement for the Student.
- 6.4 Unit outcomes are to be recorded on Student Results Sheets and submitted to the NRA Administration Team for processing within 14 business days of unit completion.
- 6.5 Should a Student be marked 'Not Yet Competent' for any units, the Student is eligible to be re-assessed on another date and may be awarded an extension to the scheduled end date of their program.

Version Control

Supersedes	Student Handbook V11
Original Author / Role / Date	Karen McCauley / Compliance Manager / 1 July 2016
Revising Author / Role / Date	Elyce Keen / RTO Administrator / 25 October 2017
Authorised By / Role / Date	Yvonne Williams / Director of Training / 25 October 2017
Associated Documents	New Student Enrolment Form_171018_V11 Student Results Sheet (Various SIR16 Versions) Group Attendance Form (Various SIR16 Versions)