



Expectations, Rights and Responsibilities of Participants Policy for Accounting PYP

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Policy Code	PYP003		
Contacts	policy@top.edu.au		
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2019.04	Executive Team	19 April 2019	19 April 2019

1. Purpose

- 1.1. The purpose of this policy is for Top Education Institute (**TOP**) to set out some of the expectations, rights and responsibilities of participants in the Accounting Professional Year Program (**Accounting PYP**).
- 1.2. TOP is committed to ensuring that the expectations, rights and responsibilities of participants in the Accounting PYP are clearly set out and understood by participants and that the ramifications for non-compliance with this policy are clear and known.
- 1.3. Participants in the Accounting PYP have a number of obligations set out in this policy around their requirements for minimum attendance to classes as well as to the internship placement.. There are requirements around effectively monitoring student’s attendance as well as making timely intervention for absences of the course.
- 1.4. Participants may be entitled to leave from the Accounting PYP on the premise of situations as set out in this policy. This will involve equitably assessing participants applications for compassionate leave or special circumstances.
- 1.5. The integrity of the Accounting PYP and level at which participants will complete the Accounting PYP is premised on the participants meeting the standards set out in this policy. TOP will also engage in ongoing monitoring of the participants in the Accounting PYP.

2. Guidelines and responsibility of all participants

- 2.1. This policy is applicable to all participants in the Accounting PYP including students, trainers and other affiliates involved in the Accounting PYP.

- 2.2. This policy is to ensure that the Accounting PYP is an effective and positive learning experience for participants and designed to foster a greater awareness of the Australian workplace and its culture and to empower graduates to develop their confidence and professional skills to be successful in the Australian workforce.
- 2.3. The Accounting PYP will be headed up and lead by the Academic Services Manager, Accounting PYP (**Academic Services Manager**). All participants in the Accounting PYP will follow the leadership of the Academic Services Manager.
- 2.4. This policy ensures that participants in the Accounting PYP will be in a better position to communicate and perform in the Australian workplace environment upon completion of the Accounting PYP. They will also develop their awareness of networking and career entry and planning. This policy outlines requirements of participants engaging in the internship placement program.

3. Expectations of minimum student attendance

- 3.1. The minimum attendance requirements for the Accounting PYP include all students required to attend 100% of all scheduled face-to-face classes, as well as 100% of the internship component of the program. This 100% attendance requirement is compulsory and non-negotiable (except as stated below under special circumstances exceptions).
- 3.2. As part of the 100% attendance requirement, TOP will promptly notify students who have not met the 100% attendance requirement and are at risk of not completing the Accounting PYP due to this requirement. TOP will also identify the reasons for the student's absence, remind them of their attendance requirements, provide initial support where appropriate, and make further referral for support where appropriate. Students are required to arrange with Academic Services Manager to apply for any course variation request and improve attendance status.
- 3.3. TOP's trainers and support staff will maintain an attendance register of all students and student roll calls will be made at every class. This will involve students signing an attendance sheet at every class and the trainers will submit the attendance sheets to the Academic Services Manager.
- 3.4. To be registered as having attended a class, students must arrive on time to their class (and not late) and must stay for the entire duration of the class (cannot leave early) unless there is a justifiable reason to the satisfaction of the trainers and Academic Services Manager.
- 3.5. If there are compassionate reasons or special circumstances which warrant a student from applying for leave, then the student can make that application in

writing in advance of any intended leave. Such leave is not guaranteed to be approved by TOP and will be considered on a case by case basis.

4. Failure of minimum attendance requirements

- 4.1. If a student fails to meet the 100% attendance requirement set out above, then there are a number of strategies that TOP may look to implement including making up a class. This will occur if a student misses a class, that student may arrange to make up the class with the Academic Services Manager. This will typically involve further classes to catch up on missed content to the satisfaction of the Trainers and Academic Services Manager.
- 4.2. In carrying out attendance to the Accounting PYP, if a student fails to attend:
 - 4.2.1. two (2) classes without prior written approval, TOP will look to send them an official written communication (first warning).
 - 4.2.2. three (3) classes without prior written approval, TOP will send them a second warning that if there are any further unexplained absences they will violate the terms and conditions of their enrolment in the Accounting PYP and their enrolment in the program will be suspended and / or cancelled;
 - 4.2.3. four (4) classes or more without prior written approval, TOP will send them a letter of TOP's intention to cancel their enrolment and that they are given 20 business days to respond. Failing a response, the enrolment will be cancelled.
- 4.3. In considering any student's responses to a letter of TOP's intention to cancel their enrolment, students will have to explain their absence including a written letter together with written evidence of their absences including any special circumstances or other reason for failure to attend classes. All student communications will be registered, investigated and determined by TOP in accordance with the relevant policies.
- 4.4. It is open to TOP to call the student in for a face-to-face interview to discuss the attendance requirements at any time and the student must comply.

5. Internship minimum attendance

- 5.1. TOP students undertaking an internship placement are required to complete a minimum of 270 hours over at least 12 weeks on their 100% attendance rate. That is, a minimum of 4.5 hours on each day of their internship placement attendance.

- 5.2. Only under certain compelling or compassionate circumstances are students' allowed to have their leave approved.
 - 5.3. The students attendance requirements at the internship placement will also reflect the attendance requirements, policies and procedures of the host company's policies. Therefore, if the host company requires attendance in excess of 4.5 hours each day then the student will be required to comply with that.
 - 5.4. The students attendance will be monitored by both the host company and by TOP and any absence will be communicated from the host company to TOP immediately.
 - 5.5. In carrying out attendance to the internship placement, if a student fails to attend:
 - 5.5.1. two (2) days of internship placement without prior written approval, TOP will look to send them an official written communication (first warning).
 - 5.5.2. three (3) of internship placement without prior written approval, TOP will send them a second warning that if there are any further unexplained absences they will violate the terms and conditions of their enrolment in the Accounting PYP and their enrolment in the program will be suspended and / or cancelled;
 - 5.5.3. four (4) of internship placement or more without prior written approval, TOP will send them a letter of TOP's intention to cancel their enrolment and that they are given 20 business day not respond. Failing a response, the enrolment will be cancelled.
 - 5.6. In considering any students responses to a letter of TOP's intention to cancel their enrolment, students will have to explain there absence including a written letter together with written evidence of their absences including any special circumstances or other reason for failure to attend classes. All student communications will be registered, investigated and determined by TOP in accordance with the relevant policies.
 - 5.7. It is open to TOP to call the student in for a face-to-face interview to discuss the attendance requirements at any time and the student must comply.
 - 5.8. Depending on the circumstances, it may be necessary for the student to undertake a new internship placement if a reasonable agreement cannot be reached in relation to fulfilling the existing internship placement. This will be considered on a case by case basis.
- 6. What are special circumstances or exceptional circumstances that may vary the above requirements and expectations of students?**

6.1. Special circumstances or exceptional circumstances referred to in this policy will include:

- 6.1.1. Illness/disability; or
- 6.1.2. Death of the student or close family member (parent, sibling, spouse, child) excluding pets, step siblings and first/second cousins; or
- 6.1.3. A political, civil or natural event which prevents the students' attendance.

6.2. TOP as applicable may in its sole discretion grant a total or partial release of the minimum attendance requirements subject to the provision of documentary evidence in support of the application.

7. Responsibility

7.1. It is the responsibility of TOP staff to ensure that the requirements of these procedures and quality assurance are complied with.

7.2. Any issues in relation to this policy should be directed to the Academic Services Manger.

8. Change and Version Control

Historical Version	Approved by	Approval Date
2019.04	Executive Team	19 April 2019