

SA.30		POLICY ~ ATTENDANCE DURING PROFESSIONAL PRACTICE EXPERIENCE (PPE) – (SoTE)	
APPROVED BY	ACADEMIC BOARD	VERSION	2020
REVIEW STAKEHOLDERS	▪ CEO AND DEAN	Last reviewed	2017
	▪ ACADEMIC DEAN	Published	2020
	▪ HEADS OF SCHOOL	Review period	3 YEARS
		Next review	2023
PURPOSE	This policy outlines the attendance requirements for all Teacher Education students at professional practice experience (PPE).		

RATIONALE

Teacher education students at BTI (Bethlehem Tertiary Institute) are required, as part of their programme of study, to participate in professional practice experience (PPE) (practicum) experiences. As programmes at the Institute lead to recognised professional qualifications, the impact of persistent absences may affect professional competence. Students are reminded that the responsibility for learning and attendance is primarily in their own hands and that attendance is an aspect of character, integrity and professionalism.

PURPOSE

This policy outlines the attendance requirements for all Teacher Education students at professional practice experience (PPE).

POLICY

RESPONSIBILITY OF STUDENTS

- Attendance on all days of professional practice experience (PPE) (practicum) placement is expected.
- Students are responsible for notifying their Associate Teacher **and** the BTI office if they are going to be absent for any reason.
- Students may be granted leave of absence for up to three (3) days during any one PPE placement for verifiably legitimate reasons (e.g. holds a medical certificate or experiences extraordinary reasons such as a family bereavement). In these instances, students will not be required to make up their loss of time in the school/centre.

ASSESSMENT AND IMPACT OF ABSENCES

The impact of absences longer than three (3) days during any one PPE placement or persistent absences during consecutive PPE will be assessed on an individual basis by the Practicum Co-ordinator and/or Course Co-ordinator and Visiting Tutor, in conjunction with the Associate Teacher. The outcome of this assessment may result in either:

- The duration of the absence being redeemed at a time deemed most convenient to the placement school/centre, the associate, the student and the visiting lecturer.
- The student being asked to withdraw from the PPE and re-enrol at a later date. There may be additional costs associated with re-enrolment.

ADMINISTRATION AND REPORTING

Absence Notifications

In the case of absence, students will contact the school (Associate Teacher) and email the PPE Coordinator.

Recording of Absences

- Associate Teachers are responsible for formally recording student absences on PPE report forms.
- In the case of the Graduate Diploma of Teaching (Secondary) the school's Practicum Co-ordinator is responsible for recording absences.