

CRICOS Attendance Monitoring Policy

Provider	The Bright College RTO 45752 CRICOS 03945D
Campus	Level 2, 440 William Street, Perth WA 6000
Policy version	3.1
Regulatory review	15 September 2026
Applies to	Overseas students on student visas / CRICOS operations
Policy owner	CEO / Academic Manager
Next review	15 September 2027

Regulatory framework

- National Vocational Education and Training Regulator Act 2011 (Cth).
- National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 (effective for RTOs from 1 July 2025).
- Education Services for Overseas Students Act 2000 (Cth) (ESOS Act).
- Education Services for Overseas Students Regulations 2019 (current compilation).
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (current compilation F2026C00148, including the 2026 education-agent commission amendment).
- Migration Act 1958 (Cth) and Migration Regulations 1994 (Cth), where student visa or welfare arrangements are relevant.

1. Purpose and application

To distinguish attendance requirements for ELICOS from VET requirements and ensure attendance is monitored and reported only as required by the National Code, any ESOS-agency condition and College academic/welfare systems.

2. ELICOS attendance

- ELICOS attendance must be monitored and recorded for scheduled contact hours.
- Satisfactory ELICOS attendance is at least 80% of scheduled contact hours, or any higher applicable regulatory requirement.
- The intervention strategy must identify and support students absent for more than five consecutive days without approval or at risk before attendance falls below 80%.
- Where the student is assessed as not meeting the attendance requirement, Standard 8 intention-to-report and appeals requirements apply before PRISMS reporting.

3. VET attendance

- For VET courses, course progress is the primary mandatory Standard 8 academic monitoring requirement.
- The College may record attendance/participation as an engagement, safety and progress indicator and may set reasonable attendance expectations in the written agreement/course rules.

- The College will only treat a VET attendance percentage as a student-visa reporting threshold where the ESOS agency has imposed a registration condition requiring VET attendance monitoring. If such a condition applies, the College will implement at least the minimum requirements in National Code Standards 8.11–8.12.
- Absence concerns must be used for early intervention and welfare follow-up and must not be inaccurately represented as a visa breach where no attendance reporting condition applies.

4. Records and welfare follow-up

Attendance records must be accurate, auditable and retained. Repeated or unexplained absence should trigger contact and support, and serious welfare concerns must be escalated under the Student Support/Critical Incident policies.

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