

Training Attendance Policy

Context

Time off from Kitimaat Valley Education Society's (KVES) Corporate Training courses and/or programs is regulated by several sources, including but not limited to: Student Services Branch, The Department of Human Resources and Skills Development Canada (HRSDC) and the Private Training Institutions Branch (PTIB).

KVES expects that students will attend all classes. If students are unable to attend class, they must follow KVES guidelines for reporting absences.

Procedural Guidelines

A. Attendance Reporting

1. Regular attendance is a mandatory requirement of KVES.
2. Attendance is taken by instructors first thing in the morning and immediately after lunch and reported to the Corporate Training Manager (*or designate*).
3. Training participants must schedule appointments outside of class time or over the lunch hour whenever possible.
4. If a participant is going to be absent they must fill out a "**Request for Leave**" form.

Acceptable reasons to request leave may include *but are not limited to*:

- a. Medical appointments
- b. Personal commitments such as a wedding or funeral

Request for Leave forms must be:

- a. Filled out in advance of the absence, if possible
 - b. Signed by the instructor
 - c. Submitted to the Corporate Training Manager (*or designate*)
5. If a participant is ill or will be unexpectedly absent for a class they must:
 - a. Phone the institute **BEFORE** classes begin
 - i. Phone 250-639-9199 and leave a message with Reception/Admin Support
 - ii. Report who is calling and the reason for absence
 - b. If a participant is absent they must fill out an Absence Report Form when they return

- c. If a participant misses classes **for reasons of illness** for more than three (3) days they must present a medical note explaining the reason for the absence.
6. If a participant is to be late for a class they must also contact KVES via telephone to inform Reception/Admin Support and fill out an Absence Report Form upon returning and return it to the Corporate Training Office

B. Process for Excessive Absences

Participants are expected to regularly attend all classes in which they are enrolled in order to maintain their registered status. Students who do not attend class two (2) consecutive weeks or for more than 10% of the total program time, and who have not made prior arrangements acceptable to the instructor, may, at the discretion of the instructor, be considered to have withdrawn from the course. The spot may be reassigned to another prospective participant from the wait list.

When the limit of allowable absences is being approached, the instructor will give written notice, a copy of which will be placed in the Training Participant File.

Admission to a lecture, laboratory, tutorial, or seminar may be refused by the instructor for lateness, class misconduct or failure to complete required work.

If the participant misses a scheduled examination or submits course work after it is due, for medical or other reasons, they must notify their instructor as soon as possible. To ensure all participants are treated fairly, the instructor will ask for appropriate evidence to support the claim. If the reason for absence is medical in nature, a statement of illness from a doctor may be required.

Failure to provide appropriate documentation to support the claim will usually result in a score of zero (Ø) if an exam is missed or a reduced grade which results from the imposition of penalties for overdue assignments.

If a training participant is suffering from long term medical problems or there are other exceptional circumstances which may affect their ability to complete their studies successfully, the participant should notify their instructor as soon as possible. The instructor will work with them to try to develop a schedule that will allow the participant to complete their studies on time.

The process of withdrawal involves the following:

- Completion of a Student Withdrawal form. One copy of which is given to the participant and another copy placed in the Training Participant File.
- Calculations of charges as per the tuition fees and refund policy section, as stated in the enrollment.

- Notification to Student Services (if you have a Canada Student Loan) that you have withdrawn.
- Notification to HRSDC if you are receiving Employment Insurance, or are funded through them.
- Notification of other funding agencies, if applicable.
- Sending any refund due, to the financial institution that provided your Canada Student Loan, if applicable.

Additional Information

Related KVES Policies

Withdrawal Policy

Admissions Policy

Security of Student Records

KVES Privacy Policy

Related Documents

Absence Report Form

Request for Leave Form

Student Withdrawal Form

Related External Resources/References

Sponsorship documents which are bound and unique to sponsorship agreements

If you have questions, comments or suggestions regarding this document, contact the Corporate Training Manager and/or Executive Director.

Document Control Sheet

Document Title	Training Attendance Policy
Author(s)	Samantha Stone, Darlene Campbell
Document Status	Under Revision

Document Amendment History

Version #	Date	Reviser Name(s)	Approver	Description
1	08 Feb 07		Karen Osadchuk	<ul style="list-style-type: none"> Attendance reporting and action for excessive absents
2	08 May 08	Denise Walter	Roger Leclerc	<ul style="list-style-type: none"> Updated MTSJR to Manager Technical Programs & Services Given to Roger to review & revise with instructors Revised section on Process for Excessive Absences
	20 Aug 08	Molly Baruta		
3	21 Jul 09	Moly Baruta	Roger Leclerc	<ul style="list-style-type: none"> Review Policy
4	18 Jan 2011	Lynn Stevenson	Austin Byrne/Kelley Williams	<ul style="list-style-type: none"> Review Policy Changed KVIC to KVI and Front Office to Reception
5	31 May 2011	Lynn Stevenson	Kelley Williams	<ul style="list-style-type: none"> Changed Reception to Program Coordinator
6	15 Feb 2013	Nicole Barriault	Chantal St-Arnaud	<ul style="list-style-type: none"> Reviewed Policy Update titles
7	21 May 14	Nicole Barriault	Chantal St-Arnaud	<ul style="list-style-type: none"> Reviewed Policy Updated Reception's telephone extension to 221 Updated titles
8	22 Jul 2016	Eva Speitelsbach	Sherrie Little	<ul style="list-style-type: none"> Updated Education Services Coordinator to Education Services Manager.
9	30 Aug 2016	Jodie Cook	Sherrie Little	<ul style="list-style-type: none"> Remove PCTIA reference.
10	18-Nov-21	Darlene Campbell	Executive Director	<ul style="list-style-type: none"> Updated header/footer to standardized format Changed PTA to PTIB



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				<ul style="list-style-type: none"> • Changed President & CEO to Executive Director • Changed Education Services Manager to Corporate Training Manager • Changed “Student” to “Participant” • Updated doc control sheet • Minor wording/formatting changes • Changed Document Status to: Approved – Under Revision
11	12-Jul-22	Darlene Campbell	Executive Director	<ul style="list-style-type: none"> • Minor formatting changes • Removed Kailee Gardiner’s name from “Approver” column of Doc Control Sheet. New Exec Director TBD.
12	3-Apr-23	Darlene Campbell	Executive Director	<ul style="list-style-type: none"> • Annual Review; changed document# to CTP006