



Procedure Title: Attendance for Social Care Practice Procedure

Procedure Number: ADM031 Revision No: 000

Quality Assurance Area Code:

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Reference Documents:	

Revision History

Revision No	Description of Change	Issue Date	Status
000	New Procedure	14/12/2018	Approved 14/12/2018

Contents

1 Purpose

Acceptance of place onto the BA Hons in Social Care Practice within IT Sligo indicates an acceptance to commit to the attendance requirements of the programmes.

Timetabled classes whether, lectures or tutorial, workshops etc are only one component of what is required to be successful in student learning.

Students who do not actively engage in their learning increase the likelihood of unsuccessful student learning and completion.

This procedure is supportive of CORU Social Care Workers Registration Board Criteria for Education and Training Programme requirements

2.8 Practice placement attendance requirements are explicit and detailed mechanisms and processes are in place to manage absence/non-attendance.

4.10 The provider must identify any requirements for attendance, the procedure for monitoring attendance and the consequences of not meeting attendance requirements where relevant.

2 Scope

It the responsibility of each student to ensure they have their attendance recorded for each required learning opportunity. Where a student has not registered their attendance this will be recorded as non-attendance. Unexcused absences or fraudulence in class registration are concerning and will be addressed through the appropriate policy, process e.g. Disciplinary, Fitness to Practice Policy and Procedure (O27 232 Revision No: 0). The lecturer(s) will keep a record of all attendances within designated modules.

3 Description

Modular Attend Requirements

Within Social Care Practice there is a mandatory 100% attendance requirement as follows

- Profession Studies one
- Profession Studies two
- Profession Studies three
- Profession Studies four

In the event of unavoidable absence due to extenuating circumstances students must provide documentary evidence of this absence.

Please note repeated sickness resulting in frequent absences may indicate Fitness to Practise concerns. Medical certification **does not** negate the need for attendance but is merely the evidence request requirement for illness related absences. Students who have repeated evidenced absences, greater than 10% of the module learning contact, will be individually reviewed and relevant policies (Fitness to Practice, Students Charter, Code of Conduct for the Social sciences) may be invoked.

Students with un-evidenced absence of any amount will be reviewed using the appropriate policy/document.

Pre-Placement Preparation

As per Professional Practice Placement Policy attendance at Placement Preparation Classes are Mandatory. i.e.

- *Successful completion of mandatory placement preparation, as decided by each programme. A student who does not complete all the required learning and attendance at mandatory placement preparation will not be deemed prepared and will not be allowed to progress to placement.*

In the event of unavoidable absence due to extenuating circumstances the student must provide documentary evidence. The Department cannot run additional learning for missed mandatory placement preparation until the next available sitting.

During Professional Practice Fieldwork

There is Mandatory 100% attendance in fieldwork placements. There are two placements within this programme of 400 hours respectively)

In the event of unavoidable absence due to extenuating circumstances student must provide documentary evidence. Please note repeated sickness resulting in frequent absences may result in Fitness to Practise concerns. Medical certification **does not** negate the need for attendance but is merely the evidence request requirement for illness related absences. Students who have repeated absences, greater than 10% of the module learning contact, will be reviewed and relevant policies (Fitness to Practice, Students Charter, Code of Conduct) will be invoked.

All other modular attendance requirements are outlined within the module outline and students are expected to comply with their individual requirements.

Where students do not meet attendance requirements this will be presented to the Exam Board for Consideration. The outcome of the Exam Board will be recorded in the students published results. Repeat learning and assessment opportunities as per IT Sligo Marks and Standards occur only at the next available sitting. Students cannot progress to placement or within their programme until all learning requirements of that stage have been complete.

Extenuating Circumstances

Exceptional, short-term events which are outside of a student's control and have a negative impact upon their ability to complete requirements of learning and assessment.

Extenuating circumstances may include:

- Serious short term illness/accident/hospitalisation
- Victim of crime
- Ongoing life-threatening illness of an immediate family member partner
- Bereavement of an immediate family member or partner (which or in an employment context would have led to a period of compassionate leave)
- Domestic upheaval at the time of requirement (e.g. fire, burglary, eviction)

The following are examples of what would not be considered grounds for extenuating circumstances:

- Minor illnesses such as a common cold
- Poor time management

- A long-term condition where treatment or additional support/arrangements are in place to mitigate.
- Relationship difficulties
- Financial difficulties
- Holidays during the academic year
- Accommodation issues
- Transport issues
- Paid employment or voluntary work
- Sporting commitments
- Social Events e.g. weddings,
- Late disclosure of circumstances on the basis that the student did not feel comfortable bringing the circumstances to the attention of the academic department

The above are examples and are not an exhaustive list.