

**TLI41318**

**Certificate IV in Transport and Logistics (Road Transport – Heavy Vehicle Driving instruction)**

**INDIVIDUAL STUDENT ATTENDANCE RECORD**

IF YOU REQUIRE ANY ASSISTANCE COMPLETING THIS ATTENDANCE RECORD, PLEASE SPEAK WITH YOUR STUDENT SUPPORT OFFICER.

**STUDENT SUPPORT CONTACT DETAILS:**

C: Vera Mladenovic

T: 03 5415 0214

E: [support@its.edu.au](mailto:support@its.edu.au)

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| UNIT CODE |  |
| UNIT TITLE |  |
| DATE YOU COMMENCED THIS UNIT |  |

**PLEASE NOTE:** You **must** notify your student support officer within 14 days of starting this unit, failure to do so may result in you being charged for the full enrolment fee of this unit!

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| **#** | **FIRST NAME** | **SURNAME** | **MOBILE NUMBER** | **STUDENT ID #** |
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| **RECORD OF STUDY (EVIDENCE OF PARTICIPATION)** | | | | | | | | | | | | | | | | | **ASSESSMENT SUBMISSIONS** |
| Using the boxes below, please record each day you attended class, each student support session (including video conference, phone or email) or independent study sessions. | **Date: \_\_\_ / \_\_\_ / \_\_\_** | **Date: \_\_\_ / \_\_\_ / \_\_\_** | **Date: \_\_\_ / \_\_\_ / \_\_\_** | **Date: \_\_\_ / \_\_\_ / \_\_\_** | **Date: \_\_\_ / \_\_\_ / \_\_\_** | **Date: \_\_\_ / \_\_\_ / \_\_\_** | **Date: \_\_\_ / \_\_\_ / \_\_\_** |  |  |  |  |  |  |  |  |  | **I HAVE SUBMITTED THE FOLLOWING NUMBER OF ASSESSMENT TASKS FOR THIS UNIT**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  (Enter the # of submissions)  **I SUBMITTED THE ASSESSMENT TASKS USING THE FOLLOWING METHOD**   * In person to my trainer/assessor * VIA the student portal * VIA email to [support@its.vic.edu.au](mailto:support@its.vic.edu.au)   SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date: \_\_\_ / \_\_\_ / \_\_\_** | **Date: \_\_\_ / \_\_\_ / \_\_\_** | **Date: \_\_\_ / \_\_\_ / \_\_\_** | **Date: \_\_\_ / \_\_\_ / \_\_\_** | **Date: \_\_\_ / \_\_\_ / \_\_\_** | **Date: \_\_\_ / \_\_\_ / \_\_\_** | **Date: \_\_\_ / \_\_\_ / \_\_\_** | **Date: \_\_\_ / \_\_\_ / \_\_\_** | **Date: \_\_\_ / \_\_\_ / \_\_\_** | **Date: \_\_\_ / \_\_\_ / \_\_\_** |
| RECORD YOUR ATTENDANCE / STUDY PERIOD |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ENTER STUDY MODE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| INITIALS |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **PLEASE NOTE: For this unit you MUST complete a minimum of study hours both face to face and via personal / independent study. This units study plan can be found on your student portal or via your student support officer.** | **STUDENT INSTRUCTIONS**  The student named on this document must initial each date they worked on this subject using the box directly under the date. |

**STUDENT SUPPORT SESSIONS**

I participated in the following student support sessions for this unit:

* Face to face support
* Live video conference support
* Email support
* Phone support

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| COMMENTS OR FEEDBACK |

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| ATTENDANCE LEGEND  Use this legend when completing the ‘Record your attendance’ section of this document. | | | | | |
| / | Present – Attended with trainer | O | Absent  Did not attend class | L | Late arrival with trainer |
| AN | Absent with notification | NR | Not required | OS | Personal Study  Independent study |

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| STUDY MODE LEGEND  Use this legend when completing the ‘Study mode’ section of this document. | | | |
| F | Face to Face or Scheduled Class | PS | Personal / Independent Study |
| WEB | Live Webinar | SS | Student Support Session |

**TRAINER and STUDENT TO COMPLETE**

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| TRAINER / ASSESSORS SIGNATURE: |  |
| STUDENT SIGNATURE |  |

**NOTE TO STUDENTS**

This attendance record **must** be submitted via the student portal **prior** to your assessments being marked! If we do not receive a completed, signed and dated attendance record, your assessor must assume you are still working through this unit.

**Attendance Record Policy**

To be deemed compliant, this attendance record must:

* Show the unit of competence completed and show each day or each session the student participated in the unit. This includes face to face sessions, in-class sessions, personal or independent study periods, research sessions, live webinars, student support sessions (including email, phone and face to face support)
* The endorsed attendance record must be completed accurately including the qualification code and title, unit of competency code and title, student name, date together with the **student’s name,** **trainer / assessor** and both **signatures**
* Use the correct coding of student attendance (as stated in the LEGEND section of this document)
* The trainer / assessor is to upload or submit the attendance record to into administration office **on the completion of this unit**.