**Attendance Policy**

**Purpose & Scope**

* The overall objective of “Best Technology Solutions BTS” Attendance Proc3edure is to ensure trainees attend all their classes, and meetings to comply with the course timeframe and time required to complete the training.
* The following guidelines have been developed to deal with the issue of any absences during basic training. Each case must be evaluated individually and discussion should occur between the training center and the learner regarding disposition of the training course.
* Attendance is an essential and intrinsic element of Education process, in which necessary to the achievement of the courses objectives.
* Trainees are presumed to have sufficient maturity to recognize their responsibility for regular class attendance, wherein excessive absence interferes with the successful completion of a course of study.

**Policy Statement**

* “BTS” Manager is responsible for the management of this produce to ensure the attendance is in line with the course requirements.
* All undergraduates are expected to attend and participate in all meetings of the courses in which they are enrolled; any absence is incurred at the students’ own risk.
* Each instructor or any person in charge will establish the attendance requirements, make-up procedures, and guidelines for absences in each course and the effect that irregular attendance, lack of participation, and inadequate preparation will have upon a trainee grade.
* The instructor will distribute written attendance policies to trainee at the beginning of each course.
* An instructor may establish special and more demanding attendance requirements for trainee who are performing less than satisfactorily.
* Each Trainee is responsible for complying with the announced procedures

**Responsibility**

* The Training Manager is responsible for the management of this produce to ensure the attendance is in line with the course requirements.
* Trainee registered for any professional training courses are expected to attend (All Sessions, Demonstrations, Assignments and Practical Exercises) a non- adherence to the essentials may entail penalties as specified by the course instructions.
* If circumstances require a trainee to report late for a class or to leave before the class is over (Prior notification should be given to the instructor if possible or repeated occurrences may result in the trainee being temporarily denied permission to attend class sessions).
* Trainee who miss class schedules (Must obtain permission from the course instructor and should have legitimate reasons of absence and this permission must be requested at the earliest possible opportunity, and before the absence, if possible).
* The trainee must arrange with the instructor to make up the missed work and the makeup must be completed within a week.
* In the case of missed final examinations or non-attendance of total 80% of the course will result in non-issuance of the Certificate of the course for the trainee.
* In special circumstances, when the case is genuine, and approached by the concerned departments, the instructor, with the concurrence of the Academic Director, may find an alternative to makeup the missed work within a short period of time not to exceed one week.
* All Trainers and any participating “BTS” employees should set precedence of attendance and be present in the institution or the training facility fifteen minutes before the class is scheduled. The Trainers should ensure that their allocated classes have the necessary requirements for the class discussions like projectors, microphones, copies of the case study packets and so on.
* Training course attendees are expected to regularly attend class and to complete all assigned training materials before the class sessions. Absence will reduce trainees' participation grade. We understand that the above will be followed. Failure on your part in any of the above will mean removal from the lecture room and your course cancelled and all fees lost.