 <p> Tasneef مركز تصنيف للتدريب TASNEEF Training Center </p>	Document No.	IMS-TRNAT-PL
	Issue No.	02
	Revision No.	03
	Date:	08/04/2023
<u>TRAINEE ATTENDANCE POLICY</u>		

CLASSROOM STANDARDS, EXPECTATIONS, AND ATTENDANCE POLICY

All trainees and participants in any training programs must abide by the Tasneef Training Center Trainee Policy, which sets forth acceptable and unacceptable conduct toward peers, instructors, administrative personnel, training supervisors, etc.

The standards and expectations for professional behavior of trainees in the classroom are as follows:

When individuals are in training, their conduct must reflect their commitment to and participation in TTC training classes and sessions. Time spent in the classroom and any Practical learning development is part of what would be considered a normal workday.

Trainers/Instructors serve in a supervisory role in the classroom. Responding to the instructor in accordance with the Training Policy and the standard operating procedure.

Trainees are expected to complete written tests that cover material presented in class. Trainees are expected to behave in a respectful manner. Examples of behaviors that are unacceptable and will not be tolerated include, but not limited to the following:

1. Inattentiveness during classroom time is exhibited by holding side conversations, conducting personal business, reading outside material, personal phone calls, texting, or sleeping.
2. Personal attacks, use of offensive language, argumentativeness, or excessive talking
3. Use of the Internet for reasons other than classroom activity
4. Eating food while in class, other than as directed by the instructor.
5. The use of cell phones, radios, or beepers during class...all such devices must be turned off during class and replies to calls must be made during official breaks.


Engaging in these behaviors or in any behavior deemed disruptive or inappropriate by the trainer may result in an immediate conference with the trainer, notification to the trainee's immediate supervisor, administrator, or top management, or expulsion from class. The trainer will confer with the appropriate authority prior to expelling a trainee from class.

Trainees are expected to dress in accordance with business casual or business dress as follows:

While Tasneef Training Center does not specify a dress code, trainees are expected to be clean and neat and suitable for the workplace during class time. Trainees should present a business-like professional image.

If lettered or illustrated clothing is worn, it should not promote a particular political, personal, or any other ethnic or anti- social opinion. Clothing, which is obscene, vulgar, offensive, or inflammatory is prohibited. Trainees may be required to change into inappropriate dress or instructed not to wear the same or similar clothing in the future. Trainees who do not comply with established dress code standards may be subject to disciplinary action, up to and including dismissal from the session and/or future classes.

In addition to adhering to the Classroom Standards and Expectations, the following attendance policies apply to all trainees while engaged in any training:

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1. Trainees are expected to arrive on time and adhere to the time allotted for breaks and lunch.
2. If an emergency arises those warrants arriving late or leaving early, the trainee must address the emergency with the instructor or administrative personnel in concert with approval from the supervisor.

The only acceptable excuses for being absent from classroom training are the following:

- Sick leave (e.g., emergency illness or medical appointments for acute illnesses). In the case of sick leave, trainees must notify their immediate supervisor as soon as possible to report their absence from classroom training.
- In the case of emergency leave, trainees must obtain prior approval from their immediate supervisor as soon as possible to be absent from classroom training. Trainees absent from class due to approved sickness or emergency leave may still be required to make up all or part of the session depending on the length of the absence and the length of the course. This may affect the time frames for their completion of training. The appropriate authority will determine with the trainer whether a trainee will continue a session, after consultation with the trainee's supervisor.

Attendance Requirements

Students must attend all programmed classes and examinations in order to achieve their course outcome.

Students are required to maintain a minimum attendance rate of 90% throughout the programmed course duration.

Attendance Monitoring and record keeping

Attendance is recorded in all periods of training per day (including examinations) and signed by the Instructor/Teacher. Any non-attendance must be noted by the Instructor/Teacher/Invigilator. Manual adjustments can be made as required and approved by the academic director. Once the class session is complete, the Instructor/Teacher/Invigilator is to ensure that the session roll has been finalized.

Instructors monitor the student's individual attendance during their classes and notify Student Services where a student is absent from class for more than 2 days (or any other attendance abnormalities are noted). Attendance percentages will be monitored on actual student attendance for the study period for the individual course, ensuring course and regulatory requirements are met.

Attendance Registers will contain Student Name, Student ID Number shall be retained for 5 years.

Responsibility

The academic director is responsible for implementing and maintaining the requirements of this procedure.