



Approved Organisation Student Attendance Sheet Requirements

(D/2015/209533)

It is a condition of approval (Condition No. 26) that a student attendance sheet is completed for each day of a Security Licence Course in accordance with the requirements specified in this document.

1. Approved Trainers must inform each student at the commencement of each Security Licence Course that they must accurately record their attendance details on Student Attendance Sheets and that by signing the document they are certifying that the details relating to their attendance during the course are true and correct.
2. A class Student Attendance Sheet must be completed by all students in attendance at each day's training, assessment and instruction. This original document must be retained securely by the Approved Organisation.
3. Student attendance sheets must be completed legibly in the English language and in a hard copy, written form.
4. Student attendance sheets must contain the following information:
 - Approved Organisation's legal name
 - Approved Organisation's SLED Approval No.
 - SLED Approved Course No.
 - Course Module No. and Name
 - Date of learning and/or assessment
 - Daily start and finish times
 - Training premise or venue address (and name if applicable)
 - For each Approved Trainer in attendance on the day:
 - Full Name
 - SLED Approved Trainer No.
 - For each student in attendance:
 - Full name
 - Student's actual daily start and finish times
 - Student's signatures confirming their recorded daily start and finish times.
 - The full name of each student who did not attend the day's session/s.
 - A certification made by an Approved Trainer containing the words *'I certify that the details recorded on this Student Attendance Sheet are true and correct.'* accompanied by the Approved Trainer's full name and signature.

5. Each student must record on the Student Attendance Sheet the actual time they start and the actual time they finish each day's learning and assessment. This must occur at the commencement and completion of each day's learning and assessment, and be hand written legibly by the student.
6. Each student must sign the Student Attendance Sheet immediately upon recording their start and finish times to confirm that the records are true and correct.
7. An Approved Trainer who provided training, assessment or instruction on the day must sign the certification statement after all students have recorded their daily finish time and placed their signature on the document.
8. All student attendance sheets for each day of a Security Licence Course must be kept by the Approved Organisation for a minimum of three years in a form that permits the student attendance sheet to be readily accessible by an enforcement officer.

An example 'Student Attendance Sheet' is provided on the next page.

Example Student Attendance Sheet

APPROVED ORGANISATION'S LEGAL NAME:	
APPROVED ORGANISATION'S SLED APPROVAL No:	SLED APPROVED COURSE No:
MODULE NUMBER AND NAME	
MODULE LOCATION:	
DATE:	START TIME: FINISH TIME:
APPROVED TRAINER NAMES:	APPROVED TRAINER SLED APPROVAL Nos:

STUDENT NAME	START TIME	STUDENT SIGNATURE	FINISH TIME	STUDENT SIGNATURE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

COMMENTS (Include the name of any student who did not attend the day's learning and/or assessment.)

I certify that the details recorded on this Student Attendance Sheet are true and correct.	
APPROVED TRAINER SIGNATURE	DATE