

CSI Education Practice Note

# ATTENDANCE OUTCOMES

Code	Description	When to use
<b>Attendance Reasons</b>		
ATT	Attended	Attended for all or part of class. (Note: ensure start/end times are correct)
CPC	Completed Program Certificate	Use upon receipt/issue of a Certificate from an Education Provider.  <b>Appointment to be entered when an inmate has achieved <u>all</u> units of competence for a Certificate I or above.</b>
<b>Non-attendance reasons (inmate's responsibility)</b>		
AA	Acceptable/Excused Absence	Inmate not able to attend and has a valid reason, such as court appearance, illness, conflicting program etc.
UB	Confirmed FTC (unacceptable behaviour)	Inmate does not attend and does not have a valid reason, or has been removed from the class due to unacceptable behaviour.
<b>Non-attendance reasons (Trainers responsibility)</b>		
CANC	Cancelled	Class cancelled – teacher not available for that session. (Do not use for sessions that occur on public holidays or scheduling errors)
LOK	Lockdown-INST only	Classes not delivered due to <b><u>full centre lockdown</u></b>
ONA	Offender Access Not Available-INST only	Inmate not able to attend due to institutional reason includes unavailability of inmates from a wing or unit (other than a full centre lockdown).
ONR	Offender not required	<u>Trainer</u> did not require inmate to attend class – excused from participation for the session
REL	Released	Released from custody and not able to attend session
<b>Scheduling errors/surplus sessions in class</b>		
SSSN	Scheduled session surplus to need	Outcome to be used in the following circumstances <ul style="list-style-type: none"> <li>Falls on Public Holiday and did not run</li> <li>Result of a scheduling error</li> <li>Unwanted/unnecessary session and cannot be removed from the scheduled class</li> </ul>

<b>Attendances not to be used – Community Corrections/Offender Programs/ILC specific ONLY</b>		
<b>ATTSH</b>	<b>Attended – sent home</b>	Do not use – For Community Corrections use ONLY
<b>CUC</b>	<b>Completed Unit/Module of Competency</b>	Do not use – For Intensive Learning Centres ONLY
<b>CDE</b>	<b>Completed assignment-Distance Education</b>	Do not use – For use by CSI Education staff ONLY
<b>FTA</b>	<b>Failed to attend (reported)</b>	Do not use – For Community Corrections use ONLY
<b>FTC</b>	<b>Failed to comply (reported)</b>	Do not use – For Community Corrections use ONLY
<b>UA</b>	<b>Failed to attend – non compliant</b>	Do not use – For Community Corrections and Program use ONLY
<b>ATTP</b>	<b>Telephone contact with offender</b>	Do not use – For Offender Programs use ONLY
<b>ATTV</b>	<b>Video contact with offender</b>	Do not use – For Offender Programs use ONLY