ARX
معهد آركس الدولي للتدريب
ARX International Training Institute

Attendance for Online

Training Policy

ARX ITI CD POL 03

Approved by: Meshari Binhameed	Date: 30/8/25
Signature:	

The Procedure owner shall ensure that this ARX ITI CD POL 03 is properly maintained and

updated while in his possession. No portion or part of this Procedure shall be copied or made available to persons or any other organization unless written permission is obtained from the MD or his delegates. He shall return this Procedure to the Admissions and Registration Department whenever demanded or prior to leaving ARX.

	DEPARTMENT: Curriculum Department
ARX معهد آركس الدولي للتدريب **ARX International Training Institute**	
DOCUMENT NUMBER / VERSION NUMBER: **ARX ITI CD POL 03**	**PROCEDURE TITLE:** Attendance for Online Training Policy

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DEPARTMENT:
Curriculum Department

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Record of Revision

Rev. No.	Revision Date	Revised By	Date Inserted
1	28/8/25	Senior Instructional Designer	1/9/25

DEPARTMENT:
Curriculum Department

ARX معهد آركس الدولي للتدريب
ARX International Training Institute

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1.   Purpose of This Document

ARX International Training Institute (ARX) recognises electronic attendance and participation in virtual classrooms as equivalent to physical attendance. Attendance is compulsory to ensure meaningful learning outcomes.

2.   Scope of This Document

Applies to all learners enrolled in programmes delivered via Brightspace LMS and Microsoft Teams.

3.   Definitions & Abbreviations

Terminology	Definition
The Company	Arx Aerospace
The/This Procedure	The/This Finance Department.
The Policy Owner	The Curriculum Department
Board	The Board of Directors of The Company.
Chairman	Chairman of the Board.
Delegation of Authority	A guideline for the administrative and financial powers approved by the Board.
Budget	The Company's annual budget.
BoD	Board of Directors
MD	Managing Director
CEO	Chief Executive Officer
CFO	Chief Financial Officer
ARXii	ARX International Institute
Trainee	Any individual enrolled in a course, program, or workshop at ARX International Institute.
Instructor	The authorised trainer or course leader responsible for delivering course content and managing classroom activities.
Confidential Data	Any personal or attendance-related information about trainees that must be protected under the Institute's Data Management Policy.
LMS	Learning Management System

4.   Related Documentation and Forms

- N/A

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5. Roles & Responsibilities

5.1 Instructors/Trainers: Monitor attendance, maintain records, and notify learners of attendance issues.

5.2 Learners: Required to attend the minimum percentage of classes and comply with ARX attendance requirements.

5.3 Admissions & Registration: Conduct follow-up meetings with learners falling below attendance thresholds.

6. Policy

6.1 Minimum Requirement: Learners must maintain at least 80% attendance.

6.2 Support learners with low attendance with remediation plan.

6.3 Asynchronous Programmes: At least 25% of the total programme hours must include synchronous participation.

6.4 Tracking Methods: Attendance tracked via automated LMS logs and instructor registers during live sessions.

6.5 Non-Compliance:

    6.5.1 Warning issued below 85% attendance.

    6.5.2 Mandatory meeting with instructor and advisor below 80%.

    6.5.3 Dismissal from programme if remediation plan fails.

7. Record Keeping

7.1. All course access, usage and progress data records will be stored in the college's Brightspace LMS.

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