**Registration and Attendance Procedure**

**Purpose:** To document and track student registration and attendance during training sessions.

**1. Attendance Records**

* **Format**: Use an electronic or physical register to track attendance.
* Columns include Date, language, Trainer Name, Session Topic, Student Name, ID Number, Attendance Status (Present/Absent/Sick Leave) & Result Codes (Pass/No Show/Fail/Re-Sit).
* **Responsibilities**:
* **Administrative Staff**: Prepare and maintain attendance sheets for each session.
* **Trainers**: Verify attendance and address repeated absences.

**2. Performance Records**

* **Format**: Create individual records for students to track progress and performance.
* **Responsibilities**:
* **Trainers**: Record performance outcomes and provide constructive feedback to students.
* **Administrative Staff**: Ensure records are safely stored and accessible for audits.

**3. Record Maintenance**

* Store attendance and performance records securely in a digital database and physical filing system.
* Ensure compliance with data protection regulations.

**4. Penalties**

* Students must attend 30% of total course or he will not get the certificate as he will be required to take the course again.



**Dr. Samir Al Bahrani**

**Manager of Institute Next Review 25 / June / 2026**

**25 / June / 2025**