



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.

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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.

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Manager of Institute

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Next Review 25 / June / 2026

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