



HOPES SAFETY
CONSULTANCY LLC SPC

Learner Attendance Policy

Ref: HSC|LAP|2025|17|V2.0

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1. Purpose

The purpose of this policy is to clearly explain the expectations for learner attendance at **Hopes Safety Consultancy LLC SPC**. Attending training sessions regularly is essential to ensure that learners gain the full benefits of the course and achieve their desired qualifications. Regular attendance supports a consistent learning process and helps learners stay engaged with the course content.

2. Scope

This policy applies to all learners who are enrolled in courses or training programs provided by **Hopes Safety Consultancy LLC SPC**. Whether the learners are attending theoretical classes, practical sessions, or assessments, the attendance guidelines outlined in this policy must be followed by all participants.

3. Attendance Requirements

Learners are required to attend all scheduled sessions during their course, including both practical and theoretical classes. A minimum attendance of 90% is mandatory to ensure that learners are sufficiently prepared for assessments and to meet the requirements of the program. If learners fail to meet this attendance requirement, they may face consequences that could impact their ability to complete the course successfully.

4. Punctuality

It is important for learners to arrive on time for all scheduled sessions. Punctuality demonstrates respect for the trainer, fellow learners, and the training process. Late arrivals can disrupt the flow of the class and may affect the learning experience of others. Instances of lateness will be recorded, and repeated lateness may be treated as an issue of non-compliance with the attendance policy.

5. Absence Reporting

If a learner is unable to attend a scheduled session, they must inform the training center as soon as possible. The absence should be reported via phone or email prior to the start of the session. In cases where absences are due to illness, emergencies, or other valid reasons, learners may be asked to provide supporting documents, such as a medical certificate, to justify their absence. Timely communication about absences helps ensure fairness and allows the training team to provide necessary support.

6. Monitoring Attendance

Attendance will be closely monitored and recorded for every session by the trainer or course administrator. Regular attendance records will help track each learner's compliance with the policy. If a learner's attendance falls below the required 90%, they will be notified and given an opportunity to address the issue. This ensures that learners are aware of their attendance status and can take corrective action if necessary.

7. Consequences of Poor Attendance

Maintaining good attendance is crucial for successful course completion. If a learner's attendance falls below 90%, they may face serious consequences, such as being barred from completing the course or sitting for the final assessment. Unapproved absences or frequent non-attendance without valid reasons may lead to warnings or removal from the program altogether. These measures are in place to uphold the integrity and quality of the training programs.

8. Appeals

Learners who disagree with decisions related to their attendance may submit an appeal to the training center manager. Appeals must be made in writing, clearly stating the reasons for the disagreement and any supporting evidence. The training center manager will review the appeal and respond with a decision within five working days. The appeals process ensures that learners have a fair opportunity to present their case and seek reconsideration of decisions.

9. Support for Learners

Hopes Safety Consultancy LLC SPC is committed to supporting learners who face challenges that may affect their attendance. If a learner encounters difficulties, such as personal issues, health concerns, or other barriers, they are encouraged to communicate with their trainer or course administrator. The organization may offer reasonable adjustments or additional support to help the learner maintain their attendance and successfully complete the course.

10. Review

This attendance policy will be reviewed annually to ensure it continues to meet the needs of learners and aligns with the training center's goals and standards. Feedback from learners, trainers, and other stakeholders will be taken into consideration during the review process. Regular updates help maintain a policy that is both effective and relevant to the training environment.



Director
Hopes Safety Consultancy LLC SPC