

Trainee Attendance Policy

Trainee Attendance Policy

- The minimum attendance requirements and leave application policy guidelines are as follow:
 1. International Trainees on Student Pass – minimum 90% per month
 2. Non-Student Pass Trainees – minimum 80% (of total course hours)
 3. Immigration and Checkpoints Authority of Singapore (ICA) will be notified by CCC whenever an international trainee on Student Pass has a monthly attendance of less than 90%.
 4. Student Pass Holders who miss 7 consecutive days of class will be liable to have their Student Pass be cancelled with effect from the 8th day and the Letter of Cancellation will be sent to trainee.
- Trainees are expected to be present for all scheduled sessions. A trainee who is absent from class for more than 20% of course hours without valid reasons may be deemed to have withdrawn from the course.
- Trainees who are unable to come for lessons on the training day are expected to notify Course Chair and/or School Admin via email / Training Portal for a leave of absence preferably one day earlier, citing the reason.
- The Course Chair / School Admin will initiate contact to trainees with poor conduct or attendance (this includes trainees who are persistently or frequently late) to schedule for counselling session with the Course Chair find out the reasons for the poor conduct or attendance and to counsel the trainees, if necessary. The Trainee Disciplinary Policy would apply, and official letters may also be sent to the trainees.