

Level 1 Training

QAD101**Introduction to Attendance administration****Type:** Face-to-face or E-Learning**Duration:** 2 hours[Register now](#)**What is the benefit of this session?**

During this session or self-paced online course participants will develop an understanding of the SEQTA Attendance options and functionality and will be able to maximise its use in their school. Schools can improve productivity by enabling a fully collaborative attendance management process and ensure attendance administration is utilised by providing seamless integration between teaching, learning and administrative processes.

Recommended Attendees

School Attendance Administrators and Clerical Staff.

Key Outcomes

- Manage attendance, absences and attendance solutions
- Implement attendance resolutions in the Student Information Panel (SIP)
- Manage attendance types
- Manage attendance permissions
- Manage attendance through the various options available in the SEQTA Suite
- Manage attendance processes for the Health Centre
- Manage unresolved absences notifications
- Provide basic attendance reporting

Certification (optional)

This QAD101 training forms part of the SEQTA implementation training and is a basis for administrators considering the SEQTA Student Welfare Certification pathway. Certification can be obtained by completing an online assessment.

Australian Professional Standards for Teachers ([AITSL](#)) addressed

4.4, 6.2, 7.1, 7.2