Level 2 Training

QAD201
Attendance Administration

Type: Face-to-face or E-Learning
Duration: 4 hours

Register now

What is the benefit of this session?

Participants will develop significant depth of SEQTA Suite knowledge and maximise the use of it in their school.

Recommended Attendees

School Attendance and Clerical Staff.

Key Outcomes

- Streamline administration processes
- Provide seamless integration between teaching, learning and administrative processes
- Setup the system management for attendance
- Implement a process to manage absences and attendance solutions
- Implement attendance resolutions in the Student Information Panel (SIP)
- Manage attendance types and attendance permissions
- Setup absentee SMSes
- Manage attendance using *SEQTA Kiosk*
- Manage roll marking using *SEQTA Mobile*
- Create and clone tutorials in *SEQTA Tutor*
- Manage attendance through the various options available in the SEQTA Suite
- Manage Health Centre attendance
- Manage unresolved absences notifications
- Provide attendance analysis and statistical reporting

Certification (optional)

The QAD201 workshop forms part of the SEQTA Student Welfare Certification pathway.
Certification can be obtained by completing an online assessment.

Australian Professional Standards for Teachers (AITSL) addressed

4.1, 4.4, 6.2, 7.2