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Attendance Policy

v1.0

ICE Arabia for Training (Saudi Arabia)

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1. Introduction

ICE Arabia for Training ("ICE") recognises the importance of consistent attendance in maintaining the quality and effectiveness of training programs. This policy outlines attendance requirements, establishes that online attendance is equivalent to physical attendance, and describes the actions taken in cases of non-compliance.

2. Company Commitment

ICE is committed to promoting high attendance standards to ensure the effectiveness of training outcomes. We equally recognise and value attendance in both synchronous (live online) and asynchronous (self-paced online) learning environments.

3. Aims of the Policy

The aims of this policy are to:

- Ensure that all trainees are held to clear attendance standards.
- Recognise online attendance as equivalent to regular, physical attendance.
- Establish monitoring mechanisms for synchronous and asynchronous participation.
- Provide fair and consistent procedures for addressing non-compliance.

4. Application of Policy

This policy applies to all trainees enrolled in any ICE training program, whether the delivery mode is synchronous online, asynchronous online, blended, or traditional face-to-face.

5. Attendance Requirements

5.1 Online attendance (synchronous and asynchronous) is recognised as fully equivalent to in-person attendance.

5.2 Trainees must attend a minimum of **75% of the total program hours** to successfully complete the training.

5.3 For programs delivered primarily asynchronously online, virtual classroom attendance must cover **at least 25% of the training program/schedule hours**.

5.4 In the case of blended training programs lasting longer than one month, the 25% requirement applies collectively to both virtual and regular sessions.

6. Monitoring Attendance

6.1 ICE will systematically monitor attendance through:

- Login records for synchronous sessions.
- Participation metrics for asynchronous modules.
- Tracking trainee engagement through the Learning Management System (LMS).

6.2 Attendance data will be reviewed periodically to ensure training quality.

7. Actions in Case of Non-Compliance

7.1 Trainees who fail to meet the minimum attendance requirements may face the following actions:

- Issuance of a formal warning.
- Required catch-up assignments or sessions.
- Disqualification from certification or program completion.
- Possible dismissal from the training program in severe cases.

7.2 All actions will be taken fairly and transparently following a review of the trainee's attendance record and circumstances.

8. Communication

8.1 This policy will be published on our website.

8.2 Updates to the policy will be disseminated promptly to all trainees.

9. Breach of Policy

9.1 Breaching this policy may result in disciplinary action, up to and including removal from the program.

9.2 Trainees will be given the opportunity to appeal any decision under the Disciplinary Actions & Dismissal Policy.

Summary

ICE is committed to ensuring that attendance, whether online or in-person, is treated with the same level of importance. By following this policy, trainees contribute to maintaining high educational standards and achieving successful learning outcomes.

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This policy can be changed by Management from time to time.