



# Health Care Aide Program Attendance & Practicum Readiness Addendum

**Last Updated:** May 2026

**Applies To:** Health Care Aide Program Students

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## 1. Purpose

This addendum explains how Golden Career College's Attendance Policy applies specifically to students enrolled in the Health Care Aide program.

The Health Care Aide program includes required theory, lab, skills practice, and practicum components. Because of this structure, attendance is directly connected to program-hour requirements, skills development, professional readiness, practicum eligibility, and successful program completion.

This addendum should be read together with GCC's general Attendance Policy.

## 2. Program Attendance Expectations

Health Care Aide students are expected to attend all scheduled theory classes, lab sessions, assessments, practicum-preparation activities, and practicum shifts.

Students are expected to maintain regular attendance and remain below the absence threshold outlined in GCC's Attendance Policy. GCC's Attendance Policy states that students are expected to maintain an absence rate of less than 10% overall in their program and that students may be withdrawn if they have an absence rate of more than 10%.

If a student's attendance becomes a concern, GCC may initiate a formal attendance review to determine whether the student can continue to meet program requirements.

### **3. Hours-Based Program Requirements**

The Health Care Aide program is an hours-based program. Students must complete and/or meet the required instructional, lab, and practicum expectations established for the program.

Missed time may affect:

- required program hours;
- understanding of theory content;
- lab participation and skills development;
- instructor observation of safe practice;
- completion of assessments or assignments;
- practicum readiness;
- eligibility to proceed to practicum;
- successful program completion.

Prior healthcare experience, nursing experience, or enrolment in another healthcare program does not automatically replace GCC's required attendance, lab participation, skills demonstration, practicum attendance, or program completion requirements.

Because the Health Care Aide program includes distinct theory, lab, and practicum components, attendance may be reviewed by component as well as overall program

attendance. Missed theory/lab time may affect skills development and practicum readiness even if the student has not yet reached the overall program absence threshold.

## **4. Theory Class Attendance and Catch-Up**

Students who miss theory classes are responsible for catching up on missed content.

Where available, the following may support theory catch-up:

- Moodle materials;
- class recordings;
- textbook readings;
- workbook activities;
- written catch-up assignments;
- knowledge checks;
- instructor or administrative follow-up.

Class recordings and Moodle materials may support recovery of missed theory content; however, they do not automatically remove the attendance concern, replace lab participation, replace instructor-observed skills practice, or guarantee practicum eligibility.

Where a student has a documented scheduling conflict or extenuating circumstance, GCC may approve a conditional theory catch-up arrangement. This arrangement must be approved by GCC and may include assigned deadlines, required documentation, and review by the instructor or administration.

## **5. Lab Attendance and Skills Practice**

Lab attendance is especially important in the Health Care Aide program because lab sessions involve hands-on practice, safety awareness, communication skills, documentation practice, body mechanics, infection prevention, and instructor observation.

Students are expected to attend all scheduled lab sessions. Missed lab time may require:

- supervised lab remediation;
- instructor-observed skills practice;
- review of missed skills;
- completion of lab checklists or practice activities;
- additional documentation in the student file;
- practicum-readiness review.

Recordings, Moodle materials, readings, and self-study do not replace required lab participation or instructor-observed skills practice.

Repeated missed labs may affect a student's ability to proceed to practicum.

## **6. Late Arrival and Early Departure**

Students are expected to arrive on time and remain for the full scheduled class or lab session.

Late arrivals and early departures may be recorded and may count toward missed instructional time. Attendance records should reflect the student's actual participation time.

For example, if a student arrives late or leaves early, GCC may record:

- the actual arrival or departure time;
- the amount of instructional time missed;
- whether the missed time involved theory, lab, assessment, or skills practice;
- whether the missed time affects practicum readiness.

Students who repeatedly arrive late or leave early may be required to attend an attendance review meeting.

## **7. Assessments, Quizzes, and Required Activities**

Students are expected to attend scheduled quizzes, tests, exams, skills validations, practicum preparation sessions, and other required program activities.

If a student misses an assessment or required activity, GCC will determine whether a make-up opportunity is appropriate based on the reason for the absence, program requirements, and the student's attendance history.

Missing assessments or required activities may affect academic progress, practicum readiness, or program completion.

## **8. External Academic, Work, or Personal Conflicts**

GCC understands that students may have external responsibilities, including work, family responsibilities, or enrolment in another academic program.

However, external academic, work, or personal commitments do not automatically exempt students from GCC attendance, participation, lab, assessment, practicum-readiness, or practicum requirements.

Students must notify GCC in advance if they anticipate a conflict. GCC may consider a conditional catch-up arrangement for theory content where appropriate, but lab attendance, assessments, practicum preparation, and practicum attendance remain essential.

## **9. Attendance Review and Recovery Plan**

GCC may initiate a formal attendance review where a Health Care Aide student:

- approaches or exceeds the absence threshold in the Attendance Policy;
- misses multiple theory or lab sessions;
- misses required assessments or program activities;
- repeatedly arrives late or leaves early;
- has a pattern of absences;

- fails to communicate absences appropriately;
- may be at risk of not meeting program-hour, skills, or practicum-readiness requirements.

Following an attendance review, GCC may issue an Attendance Recovery Plan.

An Attendance Recovery Plan may include:

- review of the student's attendance record;
- documentation of missed theory and lab hours;
- student explanation of circumstances;
- required theory catch-up;
- required lab or skills remediation;
- completion of outstanding assignments, quizzes, or assessments;
- attendance expectations going forward;
- deadlines;
- practicum-readiness review;
- consequences if the plan is not completed.

Completion of a recovery plan supports the review process but does not automatically erase missed hours, remove the attendance concern, guarantee practicum eligibility, or guarantee program completion.

## **10. Practicum Readiness**

Before a student proceeds to practicum, GCC may review whether the student has met the necessary requirements for practicum readiness.

Practicum readiness may include review of:

- attendance record;
- missed theory and lab content;
- completion of required catch-up work;
- completion of lab remediation, where required;
- skills readiness;

- academic progress;
- professionalism and communication;
- required practicum documents;
- site-specific requirements;
- instructor feedback.

A student may be delayed or deemed not ready for practicum if GCC determines that attendance, skills, documentation, professionalism, or program requirements have not been met.

## **11. Practicum Attendance Expectations**

Practicum attendance is mandatory and strict.

During practicum, students are expected to attend all assigned placement shifts and follow the attendance, communication, conduct, documentation, and professionalism expectations of both GCC and the practicum site.

Students must report any practicum absence immediately according to GCC and site procedures.

Missed practicum time may need to be made up where possible. If missed practicum time cannot be made up, the student may be unable to complete practicum or successfully complete the program.

Repeated absence, lateness, early departure, or failure to communicate appropriately during practicum may result in:

- practicum-readiness review;
- removal from placement;
- delayed practicum completion;
- failure to complete practicum requirements;
- inability to complete the program;
- withdrawal procedures, where applicable.

External academic, work, or personal scheduling conflicts must not interfere with assigned practicum shifts.

## **12. Student Responsibility**

Students are responsible for:

- attending scheduled classes, labs, assessments, and practicum shifts;
- notifying GCC in advance of absences wherever possible;
- providing documentation when requested;
- completing missed work or remediation by assigned deadlines;
- communicating early if they are struggling with attendance;
- understanding that attendance may affect practicum readiness and program completion;
- following both GCC policy and practicum site expectations.

## **13. GCC Support**

Golden Career College wants students to succeed and will review attendance concerns fairly.

Where appropriate, GCC may provide support such as:

- academic advising;
- catch-up instructions;
- Moodle or recording review guidance;
- lab remediation opportunities;
- instructor follow-up;
- attendance recovery planning;
- practicum-readiness review.

Support does not remove the student's responsibility to meet program requirements.