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It is the policy of ACE Training and Consulting that we expect regular attendance and punctuality from our learners as this enhances their learning for the courses they enroll with us.

- Learners are expected to attend full day(s) of all learning sessions and participate in all learning activities in the courses for which they are registered.
- In some cases and with prior approval from their tutors, certificate can be awarded to participants who complete at least 80% of all session(s) of learning, provided that a valid justification of absence(s) is presented (i.e illness, accident, or a similar event).
- Records of attendance, specifically arrival and departure times, are taken for each day of training.
- If the learners are enrolled in a course and fail to attend two or more sessions (i.e NEBOSH International General Certificate Course) without providing adequate notice, learners will be removed in the list and will not be provided with certificate.
- Tutors are responsible for notifying learners of this policy.
- No learners will be allowed to attend any intended assessment for a course if attendance policy of the course is violated.



Mir Muzaffar Ali Khan
Chief Executive Officer

Date: 01.09.2019