

## Employer Confirmation of Attendance Requirements

### Employee Attendance Acknowledgement Form

Employee Name: \_\_\_\_\_

Employer / Practice Name: \_\_\_\_\_

Position / Role: \_\_\_\_\_

Programme: *Professional Diploma in Architectural Practice (PDAP), Technological University Dublin*

#### 1. Purpose of This Form

This form confirms that the employer understands the mandatory in-person attendance requirements of the TU Dublin PDAP programme and agrees to support the employee in meeting these obligations.

#### 2. Attendance Requirements (In-Person)

By signing this form, the employer acknowledges and agrees to the following:

- The PDAP programme is delivered in person on the TU Dublin campus.
- The employee must be physically present in college every Monday evening from 5:30 pm for the duration of the programme.
- The employee must also attend one in-person afternoon session per month over the six-month duration of the programme.
- These attendance requirements are compulsory and form part of the academic and professional obligations of the programme.
- The employer will make reasonable accommodations to ensure the employee can attend all required sessions without conflict with work duties.

#### 3. Employer Declaration

I confirm that I have read and understood the attendance requirements outlined above.

I acknowledge that the PDAP programme is an in-person course and that the employee must be released from work as needed to attend all scheduled sessions.

Employer Name (Print): \_\_\_\_\_

Employer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company Stamp (if applicable): \_\_\_\_\_

#### 4. Employee Declaration (Optional but recommended)

I confirm that I have informed my employer of the attendance requirements of the TU Dublin PDAP programme.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_