

UNSATISFACTORY PROGRESSION INTERVENTION MEETING

All sections of this form must be completed.

Student / Meeting Details			
Date of Meeting			
Given Name		Surname	
Phone		Mobile	
Email		Student ID	
ICQ Attendee Name		ICQ Attendee Title	
ICQ Attendee Name		ICQ Attendee Title	

Course Details	
Course Code	
Course Title	
CoE Dates	
List of Outstanding Units / Revised Due Dates per Meeting Outcomes	
1.	
2.	
3.	
4.	

Is the student facing any compelling/compassionate issues preventing them from completing their assessments?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Please attach supporting documentation

Action Plan to Support Student	
The purpose of this meeting is to come up with solutions for the student to be current on assessments. Student ideas of ways the college can assist them:	
1.	
2.	
3.	
4.	
5.	
6.	

The college requires any student who is behind on assessments to attend the campus a minimum of 20 hours a week until assessments are brought current. Please outline days and hours of mandatory attendance.

Monday	_____ to _____
Tuesday	_____ to _____
Wednesday	_____ to _____
Thursday	_____ to _____
Friday	_____ to _____
Monday	_____ to _____

If the students does not attend campus during these mandatory times without making prior approved changes, they will be issued with an intention to cancel their CoE.

If the student does not complete and submit their assessments by the deadlines above, the assessments will be locked and the student may repurchase those assessments for \$350 each at the end of their course providing they have time left on their CoE to complete the assessments.

I understand and agree I have been given appropriate advice about my course progress, and agree to follow the actions indicated in these Meeting Notes.

Student Name			
Student Signature		Date	

A copy of this Agreement has been given to the student, the Head teacher and the relevant international student compliance person for the RTO.

Review of Intervention Strategy	
Intervention Strategies must be reviewed regularly. At least one review is recommended and should occur 4 weeks after the initial consultation.	
Date of Review	
Comment on Student Progress following Intervention	
Comment on continuing intervention including any new strategy	