**Instructions for Use**

* Student progress records should be completed whenever
  + concerns over a student’s progress are raised, or
  + when a planned review of student progress reveals that the student has not made satisfactory course progress within the review period.
* When concerns are raised / identified the student should be contacted to participate in a Course Progress Review meeting, as outlined in the procedure VET Domestic Student Progress procedure and the VET Overseas Student Progress
* This form should be used to document both the identified issues and the strategies negotiated to address them.
* The strategies should include specific details of what action will be taken and by whom.
* Examples of strategies that can be used to assist the student to achieve satisfactory progress include:
  + Provision of learning support (refer to VET Learning Support Procedure), including providing access to scheduled campus sessions for learning support
  + Referral to student services for personal support (counselling, disability support, aboriginal liaison etc.)
  + One-to-one catch-up sessions with the relevant teacher/s and ongoing individual mentoring
  + Rescheduling of assessments (this may involve requesting changes to unit start and/or end dates)
  + Reasonable adjustments to assessment teaching / assessment strategies
  + Consideration of options to transfer to a different course
* Once developed, the Student Progress Intervention Strategy must be reviewed periodically throughout the remainder of the student’s course.
* The master copy of this record is retained in the student file, while the student is provided with a copy of the initial plan, and again after each review.

**Student Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student Name** |  | **Student ID** |  | **Overseas student?** | Yes  No |
| **Course Code** |  | **Course Title** |  | | |
| **Manager/ Coordinator name** |  | **Date of Progress Check** |  | | |

**Intervention Strategy**

| **Student Performance Issue/s** | **Strategies to address identified issues** | **Time frame (if applicable)** |
| --- | --- | --- |
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|  |  |  |
|  |  |  |
|  |  |  |
| **Agreed Review Date/s** |  | |

**Intervention Strategy Agreement**

| Student Signature |  | Manager / Coordinator Signature |  | Date |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Ongoing Monitoring**

| **Date** | **Observations / Comments** | **Amendments to Progress Plan** | **Signatures** |
| --- | --- | --- | --- |
|  |  |  | **Student**  **Manager/ Coordinator** |
|  |  |  | **Student**  **Manager/Coordinator** |
|  |  |  | **Student**  **Manager/ Coordinator** |