**Instructions for Use**

* This form must be completed for each international student at the end of each Compulsory Study Period (mid-point of each semester and end point of each semester).
* The student’s training plan must be reviewed and updated if necessary as part of this process.
* Progress concerns identified through this review must be further documented on the VET Student Progress Intervention Strategy form, after meeting with the student and identifying agreed actions.
* Once completed, this form must be placed on the student file.

**Course and Student Details**

|  |  |
| --- | --- |
| **Date** |  |
| **Course Code and Title** |  |
| **Group** |  |
| **Student Name**  |  |

**Progress Check**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Units scheduled to be completed at review point** |  | **Units satisfactorily completed by Student** |  | **% Satisfactorily Completed** |  |
| **Progress** | [ ]  Satisfactory [ ]  Cause for concern[ ]  First < 50% - At Risk of Unsatisfactory [ ]  Second consecutive < 50% - Unsatisfactory  |
| **Attendance / Participation** | [ ]  Satisfactory [ ]  Cause for concern[ ]  No participation since Click here to enter a date. |
| **Notes / Actions***Tick all that are applicable or add additional actions or notes as required.* | [ ]  VET Student Progress Intervention Strategy already in place[ ]  VET Student Progress Intervention strategy to be implemented[ ]  Semester Review identifies ‘At Risk of Unsatisfactory Progress’: Student to be informed in writing that they are ‘at risk of making unsatisfactory progress’; warned of consequences of second consecutive semester of not making satisfactory progress and invited to meeting with Manager.[ ]  Semester Review records Unsatisfactory Progress: Student to be informed in writing of the Polytechnic’s intention to contact notify Department of Education of unsatisfactory progress and potential impact on student visa. Written notification to include details of student’s right to appeal this decision.[ ]  Repeated attempts to contact student have been unsuccessful[ ]  Student Training Plan requires update and re-signing[ ]  No action required[ ]  Other**Notes** |

**Teacher / Coordinator**

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Date** |