**Instructions for Use**

* This form must be completed for each student when a scheduled progress review is conducted.
* 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  Unsatisfactory (meeting less than 50% of course requirements or at risk of not completing course within timeframe on Training Plan) | | | | |
| **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  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** |