**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** |