

Intervention Strategy Record Form

Student Name:	Phone:
Student Number:	Email:
Course Name:	Date:
Address:	

SECTION 1. ISSUE

- Academic Report Writing English Language Oral Comprehension
 Welfare Accommodation Research Skills Written Comprehension
 Living in Australia Financial
 Understanding Assessment Requirements Reading Comprehension
 Other (Please specify)
-

SECTION 2. INTERVENTION STRATEGY

- Academic Skills 1:1 with Teacher English Language Support Welfare Counselling
 Academic Skills Study Group Reduction in Course Load Specific Homework Tasks
 Mentoring Referral to External Organisation Other (Please specify)
-

SECTION 3. ACTION / FOLLOW UP

- Re-assessment Only Student Services Required English Support Required Follow Up Meeting
 Mentoring by the supervising trainer Specific Homework Tasks Changing courses
 Extension of course (if ticked, student must also complete Application for Extension of eCoE Form)

Counselling with the Student Support Officer for assistance with personal issues affecting course progress

SECTION 4. MEETING DETAILS

Student has been advised on the following:

- Unsatisfactory course progress and provided with guidelines to improve
- The importance of attending classes regularly in the enrolled units
- College Course Progress Policy with a requirement of minimum 50% of satisfactory course progress in each term
- Consequences of failing to achieve satisfactory course progress that may lead the College to notify Department of Home Affairs of unsatisfactory academic progress as per the Policy described on Student Handbook

Comments by Counsellor:

SECTION 5. AGREED ACTIONS

SECTION 6. DECLARATION

- I understand and agree with the actions/intervention strategies outlined above
- I have been provided with guidelines to improve
- I understand the importance of attending classes regularly in the enrolled units
- I am aware of the College's Course Progress Policy and Procedure with a requirement of minimum 50% of satisfactory course progress in each term
- I understand the consequences of failing to achieve satisfactory course progress that may lead the College to notify Department of Home Affairs of unsatisfactory academic progress as per the Policy described on Student Handbook

Student Signature:

Date:

Staff name:

Staff Signature:

Date:

SECTION 7. FOLLOW UP MEETING

Date and Time: