



Student Intervention Form

- International students must maintain satisfactory course progress under the policy P10—Course Progress. Failing to successfully implement the proposed intervention strategy could result in unsatisfactory course progress in the next study period. Having unsatisfactory progress for two consecutive study periods will lead to student’s enrolment being cancelled and being reported to Department Immigration and Border Protection for unsatisfactory course progress which could affect their student visa.
- Domestic students must maintain satisfactory attendance under the policy P01— Student Code of Behaviour. Failing to accept the proposed intervention strategy could result in unsatisfactory attendance. Having three attendance warnings will lead to the student’s enrolment being cancelled which may impact their entitlement to future funding or incur additional fees.
- All special needs and support strategies identified, regardless of whether or not supporting evidence was provided, will be recorded in the student’s training plan for monitoring purpose. An intervention strategy may be initiated as a support strategy for a student who has been identified as having special needs.

International Student Domestic Student

STUDENT DETAILS

First Name: Family name: Student ID:
 Course:

REASON FOR INTERVENTION PLAN

- | | |
|---|---|
| <input type="checkbox"/> Further skills development required | <input type="checkbox"/> Incomplete pre-requisite units |
| <input type="checkbox"/> Unsatisfactory attendance | <input type="checkbox"/> Non commencement after the break |
| <input type="checkbox"/> Unsatisfactory course progress | <input type="checkbox"/> Suspension of studies / Deferral |
| <input type="checkbox"/> Plagiarism/ cheating | <input type="checkbox"/> Absent for 10 consecutive days |
| <input type="checkbox"/> Special needs (e.g. learning difficulties, mental health, disability etc) specify: _____ | |

Others:

INTERVENTION SUPPORT STRATEGIES

- | | |
|---|---|
| <input type="checkbox"/> Register for one on one learning support | <input type="checkbox"/> Bi-lingual support session |
| <input type="checkbox"/> Register for an additional timetable/classes | <input type="checkbox"/> Re-assessment (utilising remaining attempts) |
| <input type="checkbox"/> Register for LLN support classes | <input type="checkbox"/> Assistance finding models/clients |
| <input type="checkbox"/> English support classes | <input type="checkbox"/> Referral to external services: _____ |
| <input type="checkbox"/> Reasonable adjustments to assessment | _____ |
| <input type="checkbox"/> Computer skills support session | <input type="checkbox"/> Other: _____ |

Additional Comments by Course Coordinator/ Head Trainer/Student Support Officer/Officer undertaking intervention:

Australian Technical and Management College Pty. Ltd.
 Trading as Australian Technical and Management College
 470 Bourke St, Melbourne VIC 3000
 Telephone: +61 3 8327 3100 Email: info@atmc.edu.au Website: www.atmc.edu.au
 ABN: 73 130 044 745 RTO No: 22158 CRICOS: 03013D



Student Intervention Form

IMPROVEMENT PLAN

Units of Competency code	Proposed start date	Proposed end date	Timetable/Comments <i>(e.g. Registered for support classes via LMS)</i>

Revised Training plan issued*: Yes No *(only applicable if the proposed training schedule has not be affected)*

**The above improvement plan and any support strategies implemented must be reflected on the revised Training Plan.*

Additional comments regarding student's commitment (if applicable):

STUDENT DECLARATION

I declare that I have participated in the above intervention planning meeting and I agree to the above improvement plan. I understand that failure to make satisfactory course progress and regularly attend my classes could lead to the cancellation of my enrolment. I confirm that I received a revised training plan (if applicable).

Student Signature:

Date:

OFFICE USE ONLY:

Approval:

Request approval: Yes No

Approving Officer's name:

Position:

Approving Officer's signature:

Date:

Officer undertaking Intervention:

Position:

Signature:

Date:

Updated on VETtrak

Head Trainer/Trainer notified

If applicable:

Finance Officer Name:

Finance Officer Signature:

Date:

Outcomes (Available on VETtrak)

Australian Technical and Management College Pty. Ltd.
Trading as Australian Technical and Management College
470 Bourke St, Melbourne VIC 3000
Telephone: +61 3 8327 3100 Email: info@atmc.edu.au Website: www.atmc.edu.au
ABN: 73 130 044 745 RTO No: 22158 CRICOS: 03013D