Course progress and intervention record for students "At Risk"

Student Family Name: _____   **Student Give names: _____**   **Student ID number: _____**

1.1 This form is to be completed for students who are not progressing satisfactorily or are at risk of not progressing satisfactorily. Refer to the Procedures and Policies Manual for details of the procedure. Key aspects of the procedure are reproduced below.

1.2 Reporting is to be undertaken for any student who is identified as not progressing satisfactorily or being at risk of not progressing satisfactorily during the study period and at the end of the study period.

1.3 During a study period student course progress will be continuously monitored by trainers.

1.4 Identification of students "at risk" will be accomplished by trainers completing the relevant section of the RTO course progress record for the course each student is enrolled in where a student is identified as being "at risk" according to any of the criteria below.

1.5 Unsatisfactory/not meeting course progress is where

- The student is deemed Not Yet Competent in 50% of the units student is scheduled to attempt in a study period
- The student has failed a pre-requisite unit
- The student has failed to attend 6 consecutive classes in a study period (Lifetime International Training College will record attendance)
- Student identified will be immediately put on intervention strategy and the cause of the unsatisfactory course progress will be identified.
- Lifetime International Training College identifies a student who is at risk of making unsatisfactory course progress before the end of the study period, implements its intervention strategy as early as practicable.

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1.6 Possible interventions may include but are not limited to:
- Advising students on the suitability of the course in which they are enrolled and possible alternatives;
- Advising students of opportunities for reassessment (attend classes during the term break and be given support as part of the intervention strategy) and
- Advising students of assistance such as:
- Attending tutorial or study groups;
- Receiving individual case management;
- Attending counselling
- Receiving assistance with personal issues which are influencing progress;
- Require the student to enter a study agreement with a timeframe for completing units NYC;
- Receiving mentoring or
- A combination of the above and a reduction in course load.

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Course Stage	Complete this section during each study period	Complete this section at the end of each study period		
	List units assessed as Not Yet Competent	Failure Rate	Action (Tick the appropriate box)	Student Support Officer initial & date
Study Period 1			[ ] No action [ ] Intervention [ ] Report	
Study Period 2			[ ] No action [ ] Intervention [ ] Report	
Study Period 3			[ ] No action [ ] Intervention [ ] Report	
Study Period 4			[ ] No action [ ] Intervention [ ] Report	

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Documentation of intervention strategies

Date: ___/___/___

Study period 1
Signatures
Institute: _____ **Date:** ___/___/___
Student: _____ **Date:** ___/___/___

Course progress and intervention record for students "At Risk"

Documentation of intervention strategies

Date: ___/___/___

Study period 2

Signatures

Institute: _____ Date: ___/___/___

Student: _____ Date: ___/___/___

Course progress and intervention record for students "At Risk"

Documentation of intervention strategies

Date: ___/___/___

Study period 3
Signatures
Institute: _____ Date: ___/___/___
Student: _____ Date: ___/___/___

Course progress and intervention record for students "At Risk"

Documentation of intervention strategies

Date: ___/___/___

Study period 4
Signatures
Institute: _____ Date: ___/___/___
Student: _____ Date: ___/___/___

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Additional Information