

Intervention Strategy Plan Form

This form is designed for recording the intervention strategy plan that is developed for students who are having or at the risk of having unsatisfactory course attendance or unsatisfactory course progress. This form shall be filled by the compliance officer¹ and/or any other college staff as designated by the compliance officer, and it will be signed by the student concerned.

Student Personal Details

First name	
Middle name	
Family name	
Student ID	
Date of birth	
Email address	
Phone number	

Qualification Details

Course ID or Code	
Course name	

Please specify the reason for the intervention meeting

Please mention yes or no. If it is other, then please specify the reason precisely.

Not satisfied with the course progress	
Not satisfied with course attendance	
Other	

¹ The term Compliance officer includes chief compliance officer and compliance officer(s).

Reason for the Intervention Strategy Plan (ISP)

Step 1: Brief Description of the reason

Please provide a concise description explaining the reason for their non-satisfactory course progress or attendance of the student. If the challenges stem from personal or learning difficulties, the student is encouraged to seek assistance for these issues. Additionally, attach any supporting documents that substantiate the difficulties the students are facing, offering a comprehensive understanding of the circumstances.

Step 2: Present course progress details

The college staff is mandated to communicate the following information to the students:

- The recent results of the Units of Competency (UoCs) in which they are currently enrolled.
- The total number of required UoCs for their course.
- The training duration specified in their Confirmation of Enrolment (CoE).
- An assessment of their likelihood of successfully completing their enrolled course.

The college staff will furnish details about the most suitable intervention plan and strategies. This includes an explanation of how these interventions will impact the student's course enrolment, duration, and progression.

Step 3: Assistance

College staff are obligated to outline the available assistance and support options for students, specifically related to training and assessment services. The staff will present students with a range of suitable choices, including but not limited to:

- Seeking guidance from college staff.
- Consulting with college staff for transition programs.
- Exploring options with the college staff for any change or reduction in units.
- Discussing with college staff for consideration of alternative courses or packages.
- Participating in extra training support programs tailored to specific courses.
- Seeking guidance from college staff for adjustments in the timetable.
- Exploring Confirmation of Enrolment (CoE) extension possibilities.
- Accessing guidance for disability services and/or counseling.
- Receiving support for English language proficiency and classes.
- Engaging in regular meetings with college staff.

Step 4: The conditions imposed on the student

Students will be informed of the conditions and requirements they must adhere to, which may encompass the initiation of the Intervention Strategy, its duration, and associated costs. A comprehensive discussion will be conducted to outline the implications of not complying with the Intervention Strategy on both course progression and attendance. Additionally, the potential consequences, such as the cancellation of Confirmation of Enrolment (CoE) and student visa conditions (if applicable), will be communicated.

The key dates for the Intervention Strategy Plan will be specified:

- Commencement date of the Intervention Strategy Plan: _____
- Review date(s) of the Intervention Strategy Plan: _____
- End date of the Intervention Strategy Plan: _____

Declaration by the college staff:

- ☐ The intervention strategy plan stated on this form has been developed in collaboration with the students to assist with their course progression. The student was notified of the implications of the selected strategies on their course progression, enrolment, and duration.
 - ☐ The student was notified of the consecutive term of study with unsatisfactory performance may result in exclusion from their program (and possible visa implications for international students).
- The college staff name: _____
 - The college staff signature: _____
 - Date Signed (dd/mm/yyyy): _____

Acceptance by Student

- ☐ I hereby certify that the Intervention Strategy Plan described on this form has been discussed, read, and accepted by me.
 - ☐ I acknowledge that implementing this Intervention Strategy Plan will assist me in meeting satisfactory course progress and/or maintaining satisfactory course attendance, and I agree to abide by all of the aforementioned recommended strategies.
 - ☐ I understand that a copy of this Intervention Strategy Plan will be recorded and may be utilised by the college in any or all subsequent academic progress determinations.
 - ☐ I understand that if I fail to comply with the Intervention Strategy Plan, it can result in a reminder letter, an intention to report letter or the cancellation of CoE.
- Student Name: _____
 - Student Signature: _____
 - Date Signed (dd/mm/yyyy): _____

Office Use Only:

Instructions for completing the Intervention Strategy Plan Form (responsibility of the college staff who is creating the Intervention Strategy Plan).

- This form is considered incomplete unless it has been signed by both the student and the relevant college staff.
- Once the form is completed as outlined above, college staff should create a copy of the completed form.
- The original copy of the form should be given to the student.
- A copy of the completed form should be delivered by the college staff to the compliance officer for processing.
- The college staff is responsible for ensuring that the compliance officer receives a copy.
- The compliance officer should assess the Intervention Strategy Plan to ensure compliance with course progression rules.
- If the plan was created by a trainer, the compliance officer should sign below to indicate their agreement to any changes to the course progression.

Compliance Officer

The Intervention Strategy Plan as recorded on this form, and the implications (if any) on course progression, is approved:

☐ Yes

☐ No

- Name: _____
- Signature: _____
- Date Signed (dd/mm/yyyy): _____