

International Students

This form is to be used to record details of the intervention meeting to address unsatisfactory course progress requirements.

Student family name		Student ID#	
Given names			
Qualification code and name			

Record the reasons given by student for their poor academic performance:

Recommended strategies and interventions as discussed with the student:

- Regularly attend classes
 - Attend academic skills programs
 - Attend course-specific additional classes
 - Attend study clubs or study groups.
 - Attend English language support classes.
 - Provide extra time to complete tasks
 - Provide supplementary exercises to assist understanding
 - Receive assistance with personal issues which are influencing academic progress.
 - Attend mentoring and attending counselling sessions.
 - Being placed into a suitable alternative course within a program or a suitable alternative program.
 - Other – (please record)
- The student has been informed continuing unsatisfactory course progress may result in being reported to DIBP

 Staff Signature

 Date

Student Declaration :-

- I agree to the intervention strategy activated to assist me in meeting satisfactory course progress and I will comply with all of the recommendations ticked above.
- I understand that a copy of this agreement will be kept on file and may be used to assist Everest Institute of Education (Ei) in any and all subsequent course progress determinations.

 Student signature

 Date

International Students

Meeting date:

Record discussion and outcomes of each meeting to discuss progress. Any adjustments to the strategy should be recorded.

This is a true and accurate record of the meeting to discuss the ongoing intervention strategy.

Trainer/assessor signature	Date
Student signature	Date

Meeting date:

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Trainer/assessor signature	Date
Student signature	Date