



## Intervention Form

### About this form

This form is to be utilised for determining an Intervention Strategy for a student who is at risk of not meeting course progress required.

At the outset of the meeting you are to explain to the student why they are not meeting course progress and/or attendance requirements.

Outline the support that can be provided to student's as per RTO Student Support Policy.

Ask the student each question and record their answers. At the end of the interview and taking into account the information provided by the student, document suitable interventions. The student must also sign off that they agree to the interventions.

### Student details

Name	
Student ID	

### Intervention strategy meeting questions

Explain your reasons for not meeting course progress/attendance requirements? Please provide evidence to support any compassionate or compelling circumstances that have impacted.

What assistance do you require to help you meet requirements?

Any other relevant information.

Agreed interventions based on student needs and support that RTO can provide.

### Staff member declaration

I have discussed the course progress issues and/or attendance with the student, possible interventions and agreed on suitable support to assist the student to meet course progress and/or attendance requirements.



Name of staff member completing interview	
Position	
Signature	
Date of interview	

### Student declaration

I have been provided with an opportunity to discuss course progress issues and/or attendance. I have advised of the support I need and agreed on suitable support to assist me to meet course progress and/or attendance requirements. I commit to participating in the agreed intervention strategy.

Name	
Signature	
Date	

### Progress report

Progress report	<i>Include details of progress and dates. Copy this table as many times as required to record meetings, communications and updates to progress. Include details relating to second warning letters and notice of intention to report.</i>
Staff member	
Position	
Signature	

### Outcome

The student is now meeting course progress and/or attendance requirements.

Staff member	
Position	
Signature	
Date	