

# Intervention Meeting & Strategy Plan Form

## 1. Definition

**The College** refers to Australia Institute of Business and Technology (AIBT), and any affiliated/associated educational institution.

**The College staff** refers to the trainer, head of school or other delegated College staff.

LLN means Language, Literacy and Numeracy.

## 2. Important Information

The College provides intervention strategies to assist students who (i) have been identified as being at risk of not achieving satisfactory course progress or satisfactory course attendance, (ii) have maintained unsatisfactory course progress or unsatisfactory course attendance, and (iii) have requested assistance with any learning or personal difficulties. The College can actively request the student to enter an Intervention Strategy Plan.

This form is created in accordance with Standard 8 & 10 of the National Code of Practice 2018. The form applies to an international student who has failed or is deemed not yet competent in 70% of the enrolled units (course progress) and has failed or is deemed not to meet 80% of course attendance. The form also applies to a domestic student (if needed). It should be read in conjunction with the following policies:

- Monitoring Student Attendance and Academic Progress Policy and Procedure
- Assessment policy and procedure
- Complaints and Appeals Policy and Procedure
- Research and Learning Support Policies and Procedure
- Student Conduct Rules

This form will be completed during a meeting with your trainer, head of school and other College staff who will discuss the implications of various strategies on course progression and enrolment.

International students should give special consideration to the impact some intervention strategies may have on course progression in relation to their Confirmation of Enrolment (CoE) and therefore the conditions of their student visa as issued by the Department of Home Affairs Protection (DHAP), to check the conditions of a student visa please visit the DHAP website at <https://www.homeaffairs.gov.au/>

## 3. The Intervention Strategy Plan Process

- a) Book an intervention meeting with the College staff.

A student requesting an Intervention Strategy Plan to assist with any academic or personal difficulties should first make an appointment to meet with the College staff.

- b) Develop the Intervention Strategy Plan with the College staff.

During the meeting, the College staff will assist the student in developing an Intervention Strategy Plan specific to their circumstances, needs and difficulties including a discussion on the issues that caused the problem(s) with course progression and attendance. In devising your Intervention Strategy Plan, the College staff will outline the implications of each strategy on course progression. An Intervention Strategy Plan could cover, but is not limited to, four main topics:

1. **The reason and background** of why the student is at risk or failed to maintain satisfactory course progress or satisfactory course attendance as well as requests for assistance with any learning or personal difficulties.
2. **The current course/academic progress** – The student needs to be informed regarding their course progress. This information will assist the student in planning their academic and career pathways. Furthermore, the information should cover the possibility of achieving all course requirements and obtaining certificates.
3. **The required/requested support** – The student needs to be informed regarding the availability of support services. The support can be from Research and Academic Service Team. For example, the student may be required to attend LLN sessions. The support can also be for their health and wellbeing. For instance, the student may receive private consultation sessions with Head of Counselling. Other support may include:
  - Attendance at academic study skills workshops
  - Regular meetings with trainer and/or Training Manager
  - Review of time management skills and study timetable
  - Referral to welfare support and counselling
  - Transfer to a more suitable program
  - Change to unit enrolment and study load for a study periodThe support may be from external parties, if needed.

4. **The conditions imposed to the student** – The student needs to be informed about the conditions and requirements they need to comply with. The conditions and requirements can include, but not limited to, the commencement of the Intervention Strategy Plan, duration, and incurred cost. There will also be a discussion on the implications of not following the Intervention Strategy Plan on course progression and course attendance (and the cancellation of CoE and student visa conditions if applicable).

## 4. Completing the Form

Prior to the intervention meeting, the College staff should complete the student's Personal Details and Course Details sections of the form. In addition, the staff can request the student to complete Personal Details and Course Details sections of the form during the intervention meeting.

## 5. Your Intervention Strategy Plan

Once completed, this form becomes a record of the student's Intervention Strategy Plan. It is important the student understands and accepts the Intervention Strategy Plan devised with the College staff. Especially, the student must comply with the strategy which has an impact on their expected completion date.

At the end of the Intervention Strategy Plan process, the student will be requested to date and sign the completed 'Intervention Meeting & Strategy Plan' form to acknowledge your acceptance of the Intervention Strategy Plan. The College staff will also sign and date the form. The requirements for the signature and date can be replaced by confirmation through the College email. A copy of the signed 'Intervention Meeting & Strategy Plan' form will be kept on Student Management System and a copy will be given to the student.

## 6. Continued Assessment of Performance & Review of the Strategy

Assessment of academic performance against the Intervention Strategy Plan continues throughout the study period and follow-up academic support meetings are made with the student to monitor progress and performance.

If the Intervention Strategy Plan is not being followed and/or course progress or attendance continues to be unsatisfactory, a series of warning letters will be issued to the student with an invitation to attend further support meetings.

Note: If the Intervention Strategy Plan is not being followed and/or course progress or attendance continues to be unsatisfactory, the College can directly issue the Intention to Report letter to notify DHAP of the breach of visa conditions and the student must meet with their trainer to discuss academic options and enrolment into the next term.

## 7. Privacy Statement

The College is committed to the protection of privacy in accordance with the *Privacy Act 1988*. The College collects, stores and uses personal information only for the purposes of administering student admissions, enrolment, and education.

Your personal information will not be released by the College unless required by law or approval is first provided by you. Your information will never be sold to a third party. However, your information may be provided to a third-party provider who has entered into a legally binding agreement with the College to provide services to either you or the College and agrees in writing to keep your personal information confidential except as required by law.



**Step 2. The current course/academic progress** – At the beginning of this step, the College staff must inform the student the number of required units of competency (UoCs), the current outcomes of enrolled UoCs, the study timeframe specified in the student’s CoE, and the possibility of completing the enrolled course. Then, the student and College staff will discuss intervention strategies suitable to the situation previously described and the implications of the strategies on course progression, enrolment and duration.

**Tips:** The information, strategy and the action plan can be described in detail such as the name of unsubmitted assessment, the specified missing data in work placement logbook, or the request of an assessment resubmission.

**Step 3. The required/requested support** – The student needs to be informed regarding the availability of support services. The support can be from Research and Academic Service Team. **Tips:** The College staff may discuss with the student and recommend the support from the list below. The selected support must contain information such as (i) what content will be provided?, (ii) who will provide the sessions?, (iii) when/where will it be delivered?, (iv) how will it be provided?, (v) how much will it cost? The information should be added into the “additional details” section

<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend academic study skills workshops (e.g., LLN and/or library training sessions).</li> <li><input type="checkbox"/> Attend course-specific additional training sessions</li> <li><input type="checkbox"/> Review of time management skills and study timetable with the College staff.</li> <li><input type="checkbox"/> Regular meetings with the College staff.</li> <li><input type="checkbox"/> Attend mentoring sessions with the College staff.</li> <li><input type="checkbox"/> Attend consultation sessions to assist in transition support for study and/or life in Australia.</li> <li><input type="checkbox"/> Change to unit enrolment and reduce study load for a term</li> <li><input type="checkbox"/> Transfer to a more suitable program</li> <li><input type="checkbox"/> The issuance of statements of attainment.</li> <li><input type="checkbox"/> Leave of absence</li> <li><input type="checkbox"/> CoE Extension</li> <li><input type="checkbox"/> Referral to English language support classes</li> <li><input type="checkbox"/> Referral to personal counselling services</li> <li><input type="checkbox"/> Referral to disability services</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;"><b>Additional details</b></th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"></td> </tr> </tbody> </table>	<b>Additional details</b>	
<b>Additional details</b>			

**Step 4. The conditions imposed to the student** – The student needs to be informed about the conditions and requirements they need to comply with. The conditions and requirements can include, but not limited to, the commencement of the Intervention Strategy, duration, and incurred cost. There will also be a discussion on the implications of not following the Intervention Strategy on course progression and course attendance (and the cancellation of CoE and student visa conditions if applicable).

**The commencement of the Intervention Strategy Plan (Date):**

**The end date of the Intervention Strategy Plan (Date):**

**Step 4. The conditions imposed to the student (Cont.)** – The student needs to be informed about the conditions and requirements they need to comply with. The conditions and requirements can include, but not limited to, the commencement of the Intervention Strategy, duration, and incurred cost. There will also be a discussion on the implications of not following the Intervention Strategy on course progression and course attendance (and the cancellation of CoE and student visa conditions if applicable).

### Declaration by the College staff

<input type="checkbox"/> The Intervention Strategy Plan recorded on this form has been developed with the student to assist with their academic progression. The student was informed of the implications of the selected strategies on their course progression, enrolment and duration.	
<input type="checkbox"/> The student was informed that another consecutive term of study resulting in unsatisfactory performance may result in exclusion from their program (and possible visa implications for international students).	
The College staff signature:	Date Signed (dd/mm/yyyy):
The College staff name:	

### Acceptance by Student

<input type="checkbox"/> I acknowledge I have discussed, read and accepted the Intervention Strategy Plan recorded on this form.	
<input type="checkbox"/> I agree that activation of this Intervention Strategy Plan will assist me in meeting satisfactory course progress and/or maintaining satisfactory course attendance and I will comply with all of the recommended strategies above.	
<input type="checkbox"/> I understand a copy of this Intervention Strategy Plan will be kept on my student file in the Student Management System and may be used by the College in any or all subsequent academic progress determinations.	
<input type="checkbox"/> I understand that if I fail to comply with the Intervention Strategy Plan, it can result in Warning Letter, Intention to Report Letter or the Cancellation of CoE.	
Student Signature:	Date Signed (dd/mm/yyyy):
Student Name:	

### Office Use Only:

Guidelines for submitting the 'Intervention Meeting & Strategy Plan Form' (responsibility of the College staff who creates Intervention Strategy Plan)

1. This form is not considered complete unless it has been signed by both the Student and delegated College staff.
2. Once completed as defined above, the college staff should take a copy of the completed form, giving the original copy to the Student.
3. The College staff should then take the copy to the Head of School for processing. It is the responsibility of the College staff to ensure a copy is given to the Head of School.
4. The Head of School should review the Intervention Strategy Plan to ensure course progression rules have been adhered. If the strategy has been developed by a Trainer, the Head of School/School Manager/Lead Trainer, should sign below to signify their approval of any course progression changes.

### Head of School/School Manager/Lead Trainer

The Intervention Strategy Plan as recorded on this form, and the implications (if any) on course progression, is approved:	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
Signature:	Date Signed (dd/mm/yyyy):
Name:	

5. If approved, the Intervention Meeting & Strategy Plan Form must be uploaded to the Student Management System, Job Ready, by a course coordinator (and PRISMS if necessary).

<input type="checkbox"/> Strategy has been signed by the Student	<input type="checkbox"/> PRISMS Updated and New CoE Issued (if necessary)	<input type="checkbox"/> Other documents:
<input type="checkbox"/> Strategy has been signed by the Head of School	<input type="checkbox"/> Copy of new visa received from student	
<input type="checkbox"/> Course Progress updated in Job Ready	<input type="checkbox"/> Intervention Strategy Plan uploaded to Job Ready	Date Signed: (dd/mm/yyyy):
Course Coordinator Name:	Signature:	