



Intervention Strategy Form

Student Name:		Student ID:	
Course:			
Intervention Meeting Reason		Date:	
Participants:			

Reason for this Intervention

- Student At-Risk of Unsatisfactory Course Progress
- Trainer/Student Support Staff requested intervention
- Student requested intervention
- Other, please specify.....

What are the aims of this intervention?

- For the student to catch up on missed units/assessments
- For the student to adhere to Westin College Code of Conduct
- To meet Course Progress/Participation requirements
- Other, please specify.....

Supporting documents or evidence provided to support students compelling/compassionate reasons or to support this intervention strategy. For example:

- Medical documents/certificates **Attached?** Yes No
- Other (please specify) _____



Intervention Strategy Form

Intervention Strategy - Outline

Provide details of background and areas of concern and discussions to be held:

Student Support: (History of events and occurrences) Sign: _____ Date: _____	
Trainer/ Assessor: (include details of support, actions & communications) Sign: _____ Date: _____	
Students Feedback and comments (See attached Student Statement Form if required) Sign: _____ Date: _____	



Intervention Strategy Form

**** The student must be encouraged to contribute their own ideas for the intervention strategy.**

Intervention Strategy – Plan

Provide details of the intervention meeting outcome strategies and/or agreed actions.	
Intervention Commencement Date:	
Intervention Completion Date:	
Date of scheduled follow up Meeting/s:	

Re-Assessment/Re-Enrolment

Student required to schedule a re-assessment activity

Fee to be charged: Yes No

Student required to re-enroll in Units of Competence due to poor participation, did not submit, or deemed NYC

Enter details of unit's student is required to be re-assessed or re-enrolled in.

Unit Code	Unit Title	Trainer	Fee*	Intervention Plan	Completion Date	Outcome/Result
			\$	<input type="checkbox"/> Re-enrolment <input type="checkbox"/> Re-assessment <input type="checkbox"/> Other, specify		

Key: **Re-enrolment** = re-enroll in unit/s, **Re-Assessment** = undertake and/or submit a missed, did not submit or a Not Satisfactory assessment

*** Fees should not be incurred by the student when documented compelling/compassionate reasons and evidence presented.*



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Intervention Strategy – Agreed Outcomes and Actions/Student Acknowledgement

Student is to read and acknowledge the following:

- I confirm that the Intervention Strategy outlined herein has been explained to me, discussed and that I have received a signed copy of it this strategy.
- I confirm and agree that I will to the best of my ability follow the meeting outcome strategies and agreed actions outlined herein;
- I have been advised and understand that should I have any questions and/or concerns regarding meeting the strategy plan/s or outcomes, that I will notify my trainer and/or the Student Services Staff straight away.
- I have been advised and understand that I should contact my trainer or the Academic Manager as soon as possible should I have any questions regarding any of my studies, assessment and/or units of competency via email.
- I have been advised and understand that I have access to and can request support and/or assistance from my trainer and/or the Student Services Staff via email, face to face or in person at the reception area. Email: admissions@westincollege.com.au, by phone: 08 6185 1010.
- I have been advised and understand that I will need to pay all late/re-assessment/re-enrolment relevant fees PRIOR to any schedule changes, and/or assessments being scheduled and reviewed by a Trainer. Furthermore, I understand that there will be NO FEE payable where students have presented appropriate and relevant documented reasons and evidence of compelling/compassionate reasons. Relevant fees will be as listed above/within this Intervention Strategy document.
- I have been briefed and understand that Unsatisfactory Course Progress and poor participation/attendance may result in action commencing to issue a notice of intent to cancel an enrolment with Westin College, as outlined in your letter of offer/acceptance and the International Student Handbook.

Student Acknowledgement:

I, _____ (Student Name) acknowledge and agreed to the agreed outcomes and actions outlined above and within this Intervention Strategy document.

Student's Signature:		Date:	
Trainer or Student Services Staff Signature:		Date:	
Manager Signature:		Date:	
Additional Comments/Feedback			



Intervention Strategy Form

Office Use:

The following parties have been advised of the agreed outcomes/action this Intervention Strategy Meeting/Plan

- Administration
 Accounts
 Trainer
 Management
- A copy of this signed Intervention document has been provided to the Student
 A copy of this signed Intervention document has been provided to the relevant Trainer (if applicable)
 Student has been sent an email confirming the outcome of this Intervention Meeting and Agreed Outcomes and Actions: Yes No **Date Sent:** _____
 The signed Intervention document has been scanned and saved in **Contacts** tab in the students' profile
 A Note regarding this Intervention Meeting has been entered onto the student's profile
 The relevant forms and processes have been generated and completed as required by the Intervention Outcomes/Actions. For example:
 - Schedule altered to accommodate re-enrolments – ONLY COMPLETE UPON PAYMENT OF RE-ENROLMENT FEE
 - Re-Assessment scheduled and student provided notice
 - All relevant and required system/process forms generated and completed as required for the agreed outcomes and actions.
 - Student Management System (SMS) updated
 - PRISMS updated as required

Additional Notes / Comments

The above Student Services completed by:

Above action completed by (Enter Name)		Signature:		Date Action completed:	
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Follow-up Notes:

Intervention Successful	YES	NO	Confirmed By:	Initials:	Date:
Intervention NOT successful	Issue Notice of Intention to Cancel Enrolment			YES/NO	
	Issue Notice of Intention to Report (Unsatisfactory Course Progress)			YES/NO	
	Implement new Intervention Strategy Plan			YES/NO	
	Other (specify):			YES/NO	