

# Intervention Meeting and Strategy Form



## Important Information

GTNT Training provides intervention strategies to assist students who have been identified as being at risk of not making satisfactory course progress or maintaining satisfactory course attendance, and to students who have requested assistance with any learning or personal difficulties.

This form applies to domestic and international students. However at a minimum will be activated by GTNT Training where an international student has failed or is deemed not yet competent in 50% of the units studied within a term in accordance with Standard 8 of the National Code of Practice 2018. It should be read in conjunction with the following policies:

- Course Progression and Monitoring Attendance Policy
- Complaints & Appeals Policy

This form will be completed during a meeting with the RTO Manager (or nominee) 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 Immigration and Border Protection (DIBP) To check the conditions of a student visa please visit the DIBP website at <https://www.homeaffairs.gov.au/>

## The Intervention Strategy Process

### a) Book an intervention meeting with your RTO Manager

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

A student who has been identified as being at risk of not achieving satisfactory course progress or maintaining satisfactory course attendance will receive an alert letter and a request to meet with the RTO Manager to discuss any circumstances of

their situation and to devise an intervention strategy to rectify the situation.

### b) Meet with the RTO Manager (or nominee) to develop a Intervention Strategy

During the meeting, the RTO Manager (or nominee) will assist the student to develop an Intervention Strategy specific to their circumstances, needs and difficulties including a discussion on the issues that caused the problem(s) with course progression and attendance. An Intervention Strategy could cover, but is not limited to:

- Referral to an English language support program
- Attendance at academic study skills workshops
- Regular meetings with trainer and/or RTO Manager
- Review of time management skills and study timetable
- Referral to welfare support and counselling
- Transition support for to tertiary study and/or life in Australia
- Transfer to a more suitable program
- Change to unit enrolment and study load for a term

In devising your Intervention Strategy, your RTO Manager (or nominee) will outline the implications of each strategy on course progression and course enrolment. There will also be a discussion on the implications of not following the Intervention Strategy on course progression and course enrolment (and student visa conditions if applicable).

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## Completing the Form

Prior to your intervention meeting, you should complete the Personal Details and Course Details sections of the form and bring the form to your scheduled meeting. The remainder of the form will be completed at your intervention meeting in conjunction with your RTO Manager (or nominee).

## Your Intervention Strategy

Once completed, this form becomes a record of your Intervention Strategy. It is important you understand and accept the Intervention Strategy devised with the RTO Manager (or nominee). It is particularly important that an international student understands the implications of a particular strategy on their expected completion date as recorded in their CoE.

At the end of the intervention strategy process, you will be asked to date and sign the completed '*Intervention Meeting and Strategy*' form to acknowledge your acceptance of the Intervention Strategy. The RTO Manager (or nominee) will also sign and date the form. A copy of the signed '*Intervention Meeting & Strategy*' form will be saved on the student file and the original given to the student to implement.

## Continued Assessment of Performance & Review of the Strategy

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

If the Intervention Strategy 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. For domestic students, a third warning letter will require a meeting with the RTO Manager to discuss academic options and enrolment into the next term.

For international students, a third warning letter will be issued advising of GTNT Training's intention to notify DHA of the breach of visa conditions and the student must meet with their Academic Manager to discuss academic options and enrolment into the next term.

## Privacy Statement

GTNT Training is committed to the protection of privacy in accordance with the *Privacy Act 1988*. GTNT Training collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of GTNT Training as a vocational education provider. For more information on our approach to privacy, please refer to our Privacy Policy on the GTNT Training Student Resources page on the website.

# Intervention Meeting and Strategy Form



## Intervention Meeting & Strategy

This form applies to domestic and international students who are at risk of not making satisfactory course progress or maintaining satisfactory course attendance and have personally requested, or the provider has activated, an intervention strategy

<b>Personal Details</b>	<input type="checkbox"/> I am a Domestic Student <input type="checkbox"/> I am an International Student	
GTNT Training Student Number:	Family Name:	Date of Birth (dd/mm/yyyy):
Email Address:	First Name:	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms

<b>Course Details</b>
Your GTNT Training Course Name:

<b>Reason for the Intervention Meeting</b>
<input type="checkbox"/> The Student requested the meeting with their Trainer (Trainer, or RTO Manager) <input type="checkbox"/> The Student was requested to meet with their Trainer (Trainer, or RTO Manager) <input type="checkbox"/> The Student was required to meet with their RTO Manager (or nominee) to activate an Intervention Strategy

<b>Reason for the Intervention Strategy</b>
Why is an intervention strategy required? What are the circumstances of the situation? Please attach any supporting documentation.

<b>Developing the Intervention Strategy</b>
Intervention Strategy to Commence:

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**Step 1:** Together, the Student and Trainer will consider and discuss intervention strategies suitable to the situation described above and the implications on course progression, enrolment and duration. Some possible solutions are listed in the columns to the right, but this is not an exhaustive list and other strategies may come to light from the discussions. Tick the agreed intervention strategy(s) in the boxes to the right.

**Step 2:** Now turn overleaf to record how these intervention strategies will be applied to the situation. This will become the Intervention Strategy to be followed by the Student to improve performance and/or rectify the current situation.

**Step 3:** Agree the commencement date/term for the implementation of the Intervention Strategy and enter it into the box above.

**Step 4:** Both the Student and Trainer, sign and date the form to signify acceptance of the Intervention Strategy. A copy is taken for the student file and the original returned to the Student for their records.

**Step 5:** Agree a follow-up meeting to review progress against the Intervention Strategy

## GTNT Training Faculty Support Strategies:

- Regularly attend classes and tutorials
- Attend academic study skills workshops
- Attend course-specific additional tutorials
- Review of time management skills and study timetable
- Regular meetings with trainer and/or RTO Manager (or nominee)
- Attend mentoring sessions with RTO Manager (or nominee)
- Transition support for to tertiary study and/or life in Australia
- Change to unit enrolment and reduce study load for a term
- Transfer to a more suitable program
- Leave of absence
- Other:

## External Support Services:

- Referral to English language support classes
- Referral to personal counseling services
- Referral to disability services
- Other:



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## Acceptance by Student

- I acknowledge I have discussed, read and accept the Intervention Strategy recorded on this form.
- I agree that activation of this Intervention Strategy 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.
- I understand a copy of this Intervention Strategy will be saved on my student file and may be used by GTNT Training in any or all subsequent academic progress determinations.

	<b>Date Signed</b> (dd/mm/yyyy):
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## GTNT Training Office Use Only:

### Guidelines for submitting the 'Intervention Meeting & Strategy Form' (responsibility of the Trainer)


1. This form is not considered complete unless it has been signed by both the Student and Trainer.
2. Once completed as defined above, the Trainer should take a copy of the completed form, giving the original copy to the Student.
3. The Trainer should then take the copy to the GTNT Training office for processing. It is the responsibility of the Trainer to ensure a copy is given to the GTNT Training Administration staff.
4. The Administration Officer should review the Intervention Strategy to ensure course progression rules have been adhered. If the strategy has been developed by a Trainer or the RTO Manager (or nominee) should sign below to signify their approval of any course progression changes.
5. If approved, all updates should be made to Student Management System (and PRISMS if necessary) and a copy saved to the student's file.

## RTO Manager (or nominee) Approval

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

- Yes
- No

	<b>Date Signed</b> (dd/mm/yyyy):
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<input type="checkbox"/> Strategy has been signed by the Student <input type="checkbox"/> Strategy has been signed by the Faculty	<input type="checkbox"/> PRISMS Updated and New CoE Issued (if necessary) <input type="checkbox"/> Copy of new visa received from student	<input type="checkbox"/> Course Progression Approval from PL (or nominee)
<input type="checkbox"/> SMS updated	<input type="checkbox"/> Copy of Intervention Strategy placed in Student File	<input type="checkbox"/> Closed (dd/mm/yy):
<b>GTNT Training Administration Staff Member Name:</b>		<b>Date Signed:</b> (dd/mm/yyyy):