

INTERVENTION STRATEGY PLAN FORM

This form is designed to record the Intervention Strategy Plan (ISP) developed for students who

(i) are under compelling and compassionate circumstances, or

(ii) are “at risk of not meeting” or “failure to meet” satisfactory course attendance and/or course progress requirements.

It must be used in accordance with the Monitoring Course Progress and Student Attendance Policy and Procedure.

Instructions:

- This form must be completed during a meeting between a student and relevant college staff, such as student support staff, trainers and assessors. During the meeting, the implications of various intervention strategies for the student’s course progression will be discussed.
- Students must pay particular attention to how the ISP may impact their course progression and the status of their Confirmation of Enrolment (CoE), which could impact the conditions of their student visa. For more information on student visa conditions, please visit the Department of Home Affairs (DHA) website at <https://www.homeaffairs.gov.au/>.
- Ensure all relevant sections of the form are thoroughly completed to accurately reflect the intervention strategy plan.
- The completed form must be signed by the student.

SECTION 1 - STUDENT PERSONAL DETAILS

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Student ID:

First name:

Middle name/s:

Family name:

Date of birth:

Email address:

SECTION 2 – THE DEVELOPMENT OF ISP

STEP 1 - BRIEF DESCRIPTION OF THE REASON:

Please tick one or more of the boxes below to indicate the reason(s) the student is undertaking the ISP with college staff:

- ☐ Voluntarily attending an ISP to improve course progress and attendance (Go to 1.1)
- ☐ At risk of not meeting or failing to meet satisfactory course progress (Go to 1.1)
- ☐ At risk of not meeting or failing to meet satisfactory course attendance (Go to 1.1)
- ☐ Compelling and compassionate circumstances (Go to 1.2)

1.1 Please tick one or more of the boxes below outlining the reason(s) the student is *at risk of not meeting, or has failed to meet, satisfactory course progress or attendance*:

- ☐ No submission of assessment
- ☐ Not attending the classes/practical sessions as per scheduled timetable
- ☐ Obtaining not competent/satisfactory outcomes for enrolled UoCs

1.2 Please tick one or more of the boxes below outlining the reason(s) *for the student's compelling and compassionate circumstances*:

- ☐ Serious medical illness from their family members directly affecting the student
- ☐ Unexpected financial hardship or distress.
- ☐ Death in the student's family.
- ☐ A medical condition affecting the student whilst undertaking their studies (including pregnancy).
- ☐ Natural disasters directly affecting the student or their family.
- ☐ The occurrence of an accident or unforeseen event of misfortune.
- ☐ Elite sporting, performance, or cultural commitment at state, national or international representative level.
- ☐ Jury duty. (Domestic students)
- ☐ Defence forces or emergency services. (Domestic students)
- ☐ Other compassionate and compelling grounds¹: _____

Notes: The student who has compelling and compassionate circumstances is required to attach all supporting evidence (if applicable)²

¹ If the student has any other compassionate and compelling grounds, the college staff is required to explain the reasons in detail.

² The table provides examples for grounds of compelling and compassionate circumstances and supporting documents. The students' specific reason(s) for compelling and compassionate circumstances may be different from examples provided. The college staff members must assess each case individually and fairly, considering the unique circumstances.

GROUNDS OF COMPELLING AND COMPASSIONATE CIRCUMSTANCES	EXAMPLE OF SUPPORTING DOCUMENTS
Serious medical illness directly affecting the student or a member of their family.	○ Medical Certificate. ○ A statement from a counsellor, psychologist, or psychiatrist.
Death in the student's family.	○ Death certificate, funeral notice, or statutory declaration.
A medical condition affecting the student whilst undertaking their studies (including pregnancy).	○ Self-Declaration ○ Medical Certificate. ○ A statement from a counsellor, psychologist, or psychiatrist. Pregnancy Verification Form.
Natural disasters directly affecting the student or their family.	○ Statutory Declaration
The occurrence of an accident or unforeseen event of misfortune.	○ Statutory Declaration
Elite sporting, performance, or cultural commitment at state, national or international representative level.	○ Letter of confirmation from relevant organisation/body.
Jury duty. (Domestic students)	○ A copy of the jury summons.
Defence forces or emergency services. (Domestic students)	○ Letter of confirmation from an authorised officer or relevant organisation.
Other compassionate and Compelling grounds.	○ Traffic incidence, or Act of God.

SECTION 2 - THE DEVELOPMENT OF ISP

STEP 2 – ACTION TAKEN BY THE COLLEGE:

College staff members are obliged to tick one or more of the boxes below to outline the action that has been taken prior to the commencement of this ISP:

- ☐ Reminder letter of course progress or attendance obligations

SECTION 2 - THE DEVELOPMENT OF ISP

STEP 3 - PRESENT COURSE/ACADEMIC PROGRESS:

INSTRUCTION

- The college staff members are expected to prepare the current course progress table for students to the student prior to the ISP meeting/session. The table contains the following information:
 - The details of UoCs required to complete their course:
 - The number of UoCs
 - The name and ID of UoCs
 - The training duration specified in their Confirmation of Enrolment (CoE).
 - The most recent results of the Units of Competency (UoCs) in which the student is currently enrolled.

The below table shows the student's course progress. The results of UoCs are listed as follows:

- **Not Yet Started:** The student has not yet commenced their studies for the unit of competency.
- **Not Yet Competent:** The UoC outcome has not been finalised.
- **Competent:** The student has successfully achieved the competent outcome of the UoC.
- **Not Competent:** The student has failed to meet the UoC requirements and obtain the not-competent outcome of the UoC.
- **Satisfactory:** The student has successfully completed their assessment activities but pending for the outcome from their work placement.
- **Continuing Enrolment:** The student is currently studying the unit of competency as of the time this course progress report is generated.
- **Credit Transfer:** The student has successfully achieved competent outcome for the same UoC in the previous qualification.
- Additional details about the student's academic progress should be provided, if applicable. This may include, for example: (i) information on unsubmitted assessments, and (ii) the work placement logbook.

[illegible]

Instruction: The college staff members are required to provide relevant information such as:

- Details of unsubmitted assessment
 - The ID of UoCs

Relevant information:

SECTION 2 - THE DEVELOPMENT OF ISP

STEP 4 - THE REQUIRED/REQUESTED TRAINING AND WELLBEING SUPPORT SERVICES:

College staff members are required to use the table below to identify the relevant indicator(s), concern(s), and support service(s) allocated for the student receiving the ISP. College staff members must then record:

- **The reason for the support** — explaining how the selected training or wellbeing support service addresses the identified concern.
- **The intended outcome or benefit** — describing how the support will assist the student in achieving and maintaining satisfactory course progress or attendance in the future.

All information must be recorded clearly in the “Purpose/Reason for Support” and “Intended Outcome/Benefit to Student” sections of the table.

Example:

If a student has been identified under the **Academic Indicator** due to receiving *Not Competent* results in several Units of Competency (UoCs), and is advised to resubmit the relevant assessments, the college staff member should tick the appropriate checkboxes for both the identified concern and the allocated support service.

In the explanation section, the staff member must include:

- **Reason for support:** The student requires structured academic guidance and an opportunity for reassessment to address identified learning gaps.
- **Intended outcome/benefit:** The resubmission process will allow the student to apply trainer feedback, demonstrate competency, and develop improved study and time-management skills to maintain satisfactory progress in the UoCs.

If the identified concern(s) or support service(s) allocated to the student are not listed in the table, college staff members must select “Others” and provide a detailed explanation of the identified concern, support service(s) allocated for the student, reason for support and intended outcome/benefit to the student.

Indicator	Identified Concern(s)	Support Service(s) Allocated	Purpose/ Reason for support	Intended Outcome / Benefit to Student
Academic Indicator	☐ Student receives Not Competent result in the assessment(s) of the enrolled UoCs	☐ Adjustment of study plan		
		☐ Assessment resubmission		
	☐ Student shows difficulty understanding the assessment instructions	☐ Assessment clarification session		
	☐ Student did not complete the training product in the expected duration	☐ Enrolment extension		
	☐ Others: _____ _____	☐ Others: _____ _____		
Engagement Indicator	☐ Student has declining or irregular class attendance	☐ Attending scheduled classes and consultation session		

Indicator	Identified Concern(s)	Support Service(s) Allocated	Purpose/ Reason for support	Intended Outcome / Benefit to Student
	☐ Student shows low participation or limited learning activity	☐ Consultation session with trainer		
	☐ Others: _____ _____	☐ Others: _____ _____		
Wellbeing Indicator	☐ Student reports emotional stress or personal difficulty	☐ Counselling referral		
	☐ Student reports physical discomfort, pain, injury or health-related difficulty affecting participation	☐ Referral to external health / medical services and discussion of reasonable adjustment if required		
	☐ Others: _____ _____	☐ Others: _____ _____		

SECTION 2 - THE DEVELOPMENT OF ISP**STEP 5 - THE CONDITIONS IMPOSED ON THE STUDENT:**

- Students will be informed of the conditions and requirements they must adhere to, which may include the commencement of the Intervention Strategy and its duration. A comprehensive discussion will be conducted to outline the implications of failing to comply with the Intervention Strategy, particularly in relation to course progression and attendance. Additionally, students will be made aware of potential consequences, such as the cancellation of Confirmation of Enrolment (CoE) and the possible impact of their student visa conditions (if applicable).
- The key dates for the Intervention Strategy Plan will be specified:
 - Commencement of the Intervention Strategy Plan (Date): _____
 - End date of the Intervention Strategy Plan (Date): _____

SECTION 4 – ENROLMENT EXTENSION

4.1 Is the enrolment extension of the student's CoE approved?

☐ YES (go to 4.2) ☐ NO

If yes, Extension Duration: _____ weeks

4.2 Is the enrolment extension fee applied?

☐ YES ☐ NO

SECTION 5 - ACCEPTANCE BY STUDENT

- ☐ I hereby certify that I have discussed, read, and accepted the Intervention Strategy Plan outlined in this form.
- ☐ I acknowledge that the implementation of this Intervention Strategy Plan will support me in meeting satisfactory course progress and/or course attendance. I agree to abide by all of the aforementioned recommended strategies.
- ☐ I understand that a copy of this Intervention Strategy Plan will be recorded and may be utilised by the college in future academic progress evaluations.
- ☐ I understand that failing to comply with the Intervention Strategy Plan may result in the issuance of a reminder letter, an intention to report letter or the cancellation of CoE.

Student name: _____

Student signature: _____

Date Signed (dd/mm/yyyy): _____

SECTION 6 – DECLARATION BY COLLEGE STAFF

- ☐ The intervention strategy plan stated on this form has been developed in collaboration with the students to assist with their course progression. The student was notified of the implications of the selected strategies on their course progression.

College Staff name: _____

College Staff signature: _____

Date Signed (dd/mm/yyyy): _____