Complete for students identified as at risk of not progressing, for student misconduct or for requesting additional support.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Details | | | | | | | | |
| Student Name |  | Student Number | | | |  | | |
| Program |  | | | | | | | |
| Program Start Date |  | Program End Date | | | |  | | |
| Under 18 years | Yes  No If yes notify parent | Senior Studies Student | | | | Yes  No | | |
| Apprentice/Trainee | Yes  No If yes notify employer | International Student | | | | Yes  No If yes notify TQI | | |
| High Ed Student | Yes  No If yes, on probation | VETiS Student | | | | Yes  No If yes notify school | | |
| Reason for Intervention | | | | | | | | |
| **Misconduct**  (attach copy of Misconduct Report) | Minor Misconduct | Academic | | | Behavioural | | |  |
| Major Misconduct | Academic | | | Behavioural | | | Research |
| Student excluded or suspended | If yes, Start date: End date: | | | | | | |
| **Not Progressing** | Non-attendance | | | Non-participation in course activities | | | | |
| Failure to submit assessment | | | Unsuccessful assessment attempt | | | | |
| Non-completion of Training Record or Training Plan | | | | | | | |
| Non-participation in VPC or Professional Practice Placement or Work Based Project | | | | | | | |
| Failure to achieve a Grade point Average of 3.0 (or higher) in any given study period | | | | | | | |
| Is this a repeat instance of misconduct or non-progression | | | Yes  No | | Date of last instance | |  | |
| **Additional Support** (refer to Student  Support Services) | Learning support required | | | AccessAbility support required | | | | |
| Counselling or Career Guidance Support | | | Indigenous support required | | | | |

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| Details (include a summary of the issue/s, misconduct and/or any warnings or instructions given) | | | |
|  | | | |
| Improvement Goals (include any specific agreed strategies to improve behaviour or performance) | | | |
|  | | | |
| Prevention (include any intervention strategies to prevent re-occurrence) | | | |
|  | | | |
| **Monitoring** (how the plan will be monitored) | | | |
| Monitoring start date |  | Monitoring Officer |  |
| Plan review date *(review maximum of 10 weeks from implementation, if not earlier* | | |  |

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| If Exclusion/Suspension Penalty Implemented (detail specific parameters / criteria to be met upon re-entry) |
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| I agree to abide by the above intervention measures designed to assist me to improve my performance. I understand that failure to comply with these arrangements may result in further disciplinary action.  I understand that;   * If I am under 18 years, my parent/guardian may be notified. * If I am attending secondary school, my School Principal may be notified. * If I am an apprentice or trainee, my employer and the Department of Educational Regional Office may be notified. * If I am an international student, the International Student Administration and International Student Support will be notified and that failure to meet the expectations of this intervention plan places me in direct breach of my student visa conditions, and that I may be reported to the Department of Education and Training, which will alert the Department of Home Affairs– Immigration and that TQ may cancel my enrolment. | | | |
| Student Signature |  | Parent/Guardian Signature (if applicable) |  |
| TQ Educator  Signature |  | Date |  |

*This plan is to be given to the student, a copy sent to the Educational Manager and a copy stored on the student’s file*

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| **Review** | | |
| Is the student achieving the agreed goals identified on their plan? | | Yes  No |
| If no, provide details | | |
|  | | |
| Do the improvement goals need adapting or new goals implemented? | | Yes  No |
| If yes, provide details | | |
|  | | |
| If the student was excluded or suspended, are they achieving the specific re-entry criteria? | | Yes  No |
| If no, provide details | | |
|  | | |
| Is the student on track to successfully complete their program within their original expected period? | | Yes  No |
| If no, provide details | | |
|  | | |
| Date of discussion with student |  | |

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| --- | --- | --- |
| Recommendation | | |
| The student is progressing well, I recommend the continuation of the student’s enrolment.  The student is making limited progress, I recommend a referral to the Educational Manager/TQI for the commencement of formal disciplinary action.  The student is making no progress, I recommend a referral to the General Manager/TQI for consideration regarding cancellation of enrolment.  *<insert other option>* | | |
| Staff Member’s Name | Signature | Date |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| For students under 18 years - Parent/Guardian notified | Date |  |
| For VETiS students - High school notified | Date |  |
| For International students - TAFE Queensland International notified | Date |  |
| For Apprentice / Trainee - Employer and DESBT notified | Date |  |

A copy of this review is to be forwarded to the relevant Educational Manager.