



INTERVENTION STRATEGY FORM



ALPHA TRAINING COLLEGE

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Intervention Strategy Form

The following form is to be used to document the intervention strategy to be implemented to ensure that the student is able to meet all course requirements and successfully complete the course within the expected time.

This form is also used to record the intervention strategy outcomes applied due to failure to meet satisfactory attendance or course progress.

The information is to be discussed with the student directly and they are required to sign the form to indicate agreement to the intervention strategies.

Identify the reason for which individual intervention strategy is being implemented	
<input type="checkbox"/>	Student is at risk of breaching Academic Progress requirements – Go to Part
<input type="checkbox"/>	A Student is at risk of breaching Attendance requirements – Go to Part B
<input type="checkbox"/>	Student is identified as unable to complete course within expected duration
<input type="checkbox"/>	Other, Please identify: Briefly describe the reason for the intervention strategy and how this was identified: [Why? Please elaborate]

Student Name:		Student ID:	
Course Name:			
Interviewer:		Date of Interview:	
CoE no:		Start Date	
		End Date:	

Part A (To be filled for recording intervention due to breach of Academic Progress)

NYC Unit Code and Name	Study period in which unit was scheduled:



Part B (to be filled for recording intervention due to breach of Attendance requirements)

Reason for lack of satisfactory attendance level		
Medical Reason	Exceptional Reason	Other Reason; Please specify

Documentation of Intervention Strategy (Course progress and Attendance requirements (Intervention Strategy Applied))

- English language support;
- Review learning materials with the student and provide information to students and in a context that they can understand;
- Extra time given to complete tasks;
- Access given to supplementary or modified materials
- Supplementary exercises provided to assist understanding of attending academic skills programs;
- Attending tutorials or study groups; Receive Individual case management; Counseling;
- Assistance with personal issues which influence progress;
- Mentoring;
- New Study Plan: Placing student in suitable alternative subject within a course or a suitable alternative course, or a combination of the above and a reduction in course load.
- Extension of CoE.

Length to be extended to complete course: Weeks [...] Date from.../...../..... Date to/...../.....

Other; Please identify: Briefly describe the proposed action:
 [What do you offer to students to finish the course within specified duration of CoE]



Proposed Study Load
(Discuss with student the study load required to complete required studies within the CoE)

- Rescheduled weekend classes
(Time Table: Appendix 1)

- New Study Plan
(Appendix 2)

- Rescheduled weekday Classes
(Time Table: Appendix 3)

- Others, please specify

Intervention Notes (If required)

<input type="checkbox"/> Next follow up meeting (If required)	
Date:	
Purpose:	



Student Declaration (To be filled by Students)

Note: *It is important for you to attend classes and meet satisfactory course progress requirements i.e. being able to successfully complete or demonstrate competency in at least 50*

% of the course requirements in any study period of the studies to achieve minimum competency level.*

Failing to maintain Satisfactory course progress for two consecutive study periods will require AICA to report unsatisfactory course progress to Department of Education (DET) in association with the Department of Home Affairs (DHA) via PRISMS that you are at risk of breaching your student Visa requirements.*

Although AICA does not report students based on their low attendance. However, Low attendance will affect your ability to complete assessments, ultimately, leading to unsatisfactory course progress.

**Study Period: 10 weeks (1 Term).*

I agree with the proposed study load to enable myself to complete my course in the designated duration of my CoE.

I agree to attend my classes regularly to achieve satisfactory course progress requirements after the implementation of Intervention Strategy

I have understood the consequences, if I do not follow the above schedule.

Student Signature :

Date :

Operations Manager:

Date :



Appendix

Appendix 1: Rescheduled timetable for Weekend Classes



Appendix 2: New Study plan

Unit Code and Name	Start Date	End Date



Appendix 3: Rescheduled timetable for Weekday Classes





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