

ALL SECTIONS OF THIS FORM MUST BE COMPLETED

The National Code requires TAFE NSW to implement and document an intervention strategy when (i) an international student's expected completion date is at risk of being extended (National Code, Standard 9) and/or (ii) when a student does not make satisfactory progress, i.e. passes less than 50% of units in any semester. The Learning Agreement is the document that records the intervention strategy. The actions agreed to must be followed up as required by the student and TAFE NSW staff.

SECTION A – INITIAL CONSULTATION

Please tick and supply details of appropriate intervention(s) below:

Date of Consultation (DD/MM/YYYY)

Counselling (including advice re suitability of course and any referral to other appropriate support services)

Tutorial Support

Learning Centre

Other Intervention

Date of Review (must be within 4 weeks of consultation date) (DD/MM/YYYY)

I agree that I have been given appropriate advice about my course progress, and agree to follow the actions indicated in this Agreement.

Student's Name

IS Reference Number

Date (DD/MM/YYYY)

The actions in this Agreement have been discussed and agreed with the Head Teacher.

International Student Coordinator/Manager

Date (DD/MM/YYYY)

SECTION B – REVIEW OF INTERVENTION STRATEGY

Intervention strategies must be reviewed regularly. At least two reviews are recommended over a term with the first occurring 4 weeks after the initial consultation.

Date of Review

Comment on student progress following intervention

Comment on continuing intervention including any new strategy

Date of Next Review

Student's Name

IS Reference Number

Date (DD/MM/YYYY)

The actions in this Agreement have been discussed and agreed with the Head Teacher.

International Student Coordinator/Manager

Date (DD/MM/YYYY)

SECTION C – TAFE NSW INTERNATIONAL STAFF TO COMPLETE

Student Adviser

Date (DD/MM/YYYY)

The National Code requires TAFE NSW to implement and document an intervention strategy when (i) an international student's expected completion date is at risk of being extended (National Code, Standard 9) and/or (ii) when a student does not make satisfactory progress, i.e. passes less than 50% of units in any semester. The Learning Agreement is the document that records the intervention strategy. The actions agreed to must be followed up as required by the student and TAFE NSW staff.

Registered providers must systematically monitor students' course progress. Registered providers must be proactive in notifying and counselling students who are at risk of failing to meet course progress requirements. Registered providers must report students, under section 19 of the ESOS Act, who have breached the course progress requirements.

Requirements:

- > Providers must monitor, record and assess the course progress of students for the end of each semester
- > Providers must implement and provide course progress policies and procedures to staff and students that specify:
 - requirements for achieving satisfactory progress
 - an intervention strategy for any student at risk of failing to meet course requirements
- > Written notice must be provided to the student advising of intention to report progress
- > Students have 20 working days to lodge complaints and appeals process according to Standard 8

All the information on this form is truthful and accurate to the best of my knowledge Yes No

SUBMITTING THIS FORM

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