

Intervention Strategy Form

Student Details

Date of Intervention Strategy meeting:			
Student Name:			
Student ID:		Group No:	
Course Title:			
Course start date:		Course end date	

Section 1: Intervention Strategy: (Outline the reasons for the Intervention notice)

Reason	Select	Warning letter sent	Student Initiated	Proposed actions
Course Progress:		Yes /no	Yes /no	
Course Attendance:				
Critical WHS Incident:		Yes /no	Yes /no	
Medical:		Yes /no	Yes /no	
Incomplete Qualifications:		Yes /no	Yes /no	
Qualification change:		Yes /no	Yes /no	
Course Extension:		Yes /no	Yes /no	
Other reasons:		Yes /no	Yes /no	
Further comments of the other reasons				

Section 2: Intervention Strategy Authorised by:

SSO Print Name:		Signature:		Date:	
RTO & Compliance Manager name:		Signature:		Date:	

Section 3 – Intervention Strategy Plan and Consultation Declaration

Consultation statement

This Intervention strategy form is being developed to allow the student to complete their studies via a structure pathway. As such, in consultation with you, the student, discuss and agree to a strategy for a successful completion of your studies.

Student signature:		Date:	
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Results of Initial Consultation Meeting

Comments and recommendations for qualification completion:

Intervention Strategies

Section 4: Intervention Strategy Course outline											
No.	Unit Code	Unit Title	Proposed Start Date	Proposed End Date	Room	Trainer	Proposed Assessment Dates	Re-enroll in UOC	Re-submit or catch up	Total Fees	Comments
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
									Total Fees		

Section 5: Authorities

Acknowledgement

1. I the student, acknowledge that should Pal Education and myself fail to reach agreement in the Intervention Strategy consultation process, then I shall have 20 days to access the Complaints and Appeals process.
2. I also acknowledge that should I choose not to access the Complaints and Appeals process, then Pal Education will be required to report me to Australian Department of Home Affairs at the first available opportunity.
3. Should I agree with the intervention strategy, I also agree to attend all new study sessions as outlined in the above intervention strategy.
4. I am also aware that the previous received training plan has the location, times and assessment methods listed
5. I agree to any listed fees and charges on this form, and that I am required to pay these fees prior to commencement. Students may be able to enter into payments plans, please see Account officer.
6. This Intervention Strategy can only come into effect when signed by the finance officer if Fees apply, if no fees apply then it comes into effect when the Academic Manager signs.
7. This intervention strategy may result in new CoE for the student and in some circumstances, this may be subject to an additional fee. Please see Fees and Charges Policy
8. Pal Education Management accepts that by signing this agreement they are bound to the strategies agreed upon and that no further changes can be made without first consultation with the student.

RTO & Compliance Manager name		Client name:	
Signature:		Signature:	
Date:		Date:	
Finance officer name		Agreement Status:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature:		Date:	
Refers intervention strategy to Admissions		Yes/ no	
Copy of Intervention Plan sent to trainers? Y/N		Date sent:	

Pal Education commits to comply with the government COVID-19 restrictions and regulations. Social distance will be maintained for health and safety purposes in workplace.