UTA INSTITUTE OF TECHNOLOGY

Course Progress Intervention Support

Student administration | Fillable form

Staff complete this record with the student to identify barriers, agree support and monitor improvement. The meeting is a support process and is not itself a cancellation or visa-reporting decision.

1 Student and course details

Student full name

Student ID

Date of birth (DD/MM/YYYY)

Phone / mobile

Email address

Course code and title

Student category

○ Domestic ○ International

Course start date

Current course end date

Meeting date / time

Staff member / position

Support person / interpreter (if requested)

Meeting number / previous meeting date

Units completed

Units outstanding

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Primary concern

- Course progress
- Attendance
- Both
- Other support need

2 Barriers and student account

Progress / attendance evidence, affected units and relevant dates

Student explanation, barriers, strengths and support preferences

Support strategies considered

- [ ] Extra classes / catch-up practice
- [ ] Academic / LLN / digital support
- [ ] Assessment feedback / reassessment plan
- [ ] Wellbeing / counselling referral
- [ ] Revised study plan / timetable
- [ ] Reasonable adjustment
- [ ] Separate deferral / suspension assessment
- [ ] CoE extension assessment if a lawful ground exists

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3 Agreed action plan

Action / measurable target	Owner / support person	Due date / evidence

4 Monitoring and review

Next review date

Contact person / method

Review outcome: progress against targets and further support required

Support is reviewed according to the student's needs; the second meeting is not automatically a final meeting. An extension of duration requires a lawful basis. Any proposed enrolment action or reporting for unsatisfactory progress / attendance must follow the relevant notice, review and appeal safeguards.

Framework: RTO 2025 Standard for Registered Training Organisation; Education Services for Overseas Students Act 2000 (as amended); National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standards 8 and 10.

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5 Student declaration

I confirm that the information supplied is accurate to the best of my knowledge and that the attached documents are genuine. I acknowledge that the plan has been discussed with me and I have received or will receive a copy. Acknowledgement does not waive my review or appeal rights. I will contact the nominated staff member if I cannot meet a target.

UTAIT uses this information to administer enrolment, training and support. It is handled under UTAIT's Privacy Policy and disclosed only with authority or as required by law. Contact Student Administration to request access or correction.

Confirm before signing

☐ I have read and confirm the declaration above.

Student signature / typed full name

Date (DD/MM/YYYY)

For paper submission, sign by hand. For electronic submission, type your full name and tick the declaration. Keep a saved copy.

Trainer / support officer signature / typed name

Date

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6 Office use only

Date received

Received by / position

Decision / status

Approved Not approved Pending information

Reasons, conditions and evidence considered

Authorised officer name / position

Signature / typed name and date

Written outcome sent: date / method

Appeal information supplied: date / N/A

Student file / SMS updated: date / initials

PRISMS action / date / N/A

Finance / fee adjustment reference / N/A

Agent notified (if authorised): date / N/A

Plan approved / issued to student: date

Review responsibility / next contact date

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