

STUDENT SUPPORT PLAN

ABOUT THIS FORM

This form is to be utilised for determining and documenting a Student Support Plan for a student who has support needs.

Where the student has identified support needs during a course entry interview, their support needs should be documented here. If a Support Plan is being developed for a student that is already studying, set up an interview and ask the student about their needs in relation to student support and the assistance they require.

Note that where a student with a disability identifies they require reasonable adjustments for students with a disability, this should be consistent with requirements set out in Part 3 of the Disability Standards for Education 2005.

Complete each part of the form based on the student's support needs identified and document the support that ACCHS can provide, as well as external support referrals that may be suitable.

The completed form must be provided to the student within 2 working days of the support needs being identified and the student is required to sign off indicating they agree to the identified support and the form needs to be returned.

STUDENT DETAILS

NAME	
STUDENT ID	

STUDENT SUPPORT PLAN REQUIREMENTS

Outline student support needs.

Outline the assistance required in relation to student support needs.

Include any other relevant information regarding the student's support needs.

Based on the student support needs identified, outline the support that can be provided. Note regarding reasonable adjustments, where a reasonable adjustment is not possible, note this here and explain the reasons why it is not possible to the student. See also the Student Support Policy and Associated Procedures about communicating this in writing to the student.

Outline external support referrals recommended to the student.

STAFF MEMBER DECLARATION

I have discussed support needs with the student and agreed on support that can be offered.

NAME OF STAFF MEMBER COMPLETING INTERVIEW	
POSITION	
SIGNATURE	
DATE OF INTERVIEW	

STUDENT DECLARATION

I have been provided with an opportunity to discuss my needs. I have advised of the support I need and agreed on suitable support to assist me to complete my course.

NAME	
SIGNATURE	
DATE	

PROGRESS REPORT

PROGRESS REPORT	<i>Include details of progress and dates. Copy this table as many times as required to record meetings, communications and updates to progress.</i>
STAFF MEMBER	
POSITION	
SIGNATURE	
DATE	

OUTCOME

The student has been able to complete their course based on the support provided.

STAFF MEMBER	
POSITION	
SIGNATURE	
DATE	

EVALUATION

The student was asked to assess the support provided to them. The details are included below.

EVALUATION	
STUDENT SIGNATURE	
DATE	
ACTIONS THAT WILL BE TAKEN BASED ON THE EVALUATION <i>(if applicable)</i>	
STAFF MEMBER	
SIGNATURE	
DATE	