SKILLWISE
TRAINING

Student Support Plan and Form

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

Ask the student each question and record their answers. At the end of the interview and taking into account the information provided by the student, document suitable support. The student must also sign off that they agree to the identified support.

Student details

Name	
Student ID	

Student support plan meeting questions

Explain the needs you have that will require student support.
What assistance do you require to help you meet requirements?
Any other relevant information.
Agreed support based on student needs and support that RTO can provide.

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 1

Progress report *Include details of progress and dates*	*Copy this table as many times as required to record meetings, communications and updates to progress.*
Staff member	
Position	
Signature	
Date	

Outcome 1

Details of outcome achieved by the student	*Example: The student has been able to complete their course based on the support provided.*
Staff member	
Position	
Signature	
Date	

Progress report 2

Progress report *Include details of progress and dates*	*Copy this table as many times as required to record meetings, communications and updates to progress.*
Staff member	
Position	
Signature	
Date	

Outcome 2

Details of outcome achieved by the student	*Example: 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 of the support provided to the student.	*Based on the feedback provided by the student.*
Student signature	
Date	
Actions that will be taken based on the evaluation (if applicable)	
Staff member	
Signature	
Date	