

# STUDENT SUPPORT PLAN



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.



## 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

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

STUDENT SIGNATURE:  DATE:

ACTIONS THAT WILL BE TAKEN BASED ON THE EVALUATION:

STAFF MEMBER:  SIGNATURE:  DATE:

