



COURSE PROGRESS / ATTENDANCE WARNING & INTERVENTION FORM

This form is used to formally notify students who are at risk of not meeting satisfactory course progress or attendance requirements, in accordance with Standards 8 and 11 of the National Code 2018 and updated RTO Standards July 2025.

Section 1 – Student Details

Student Name:		Student ID:	
Course Name:		Intake/Term:	
Trainer/Assessor:		Campus:	
Date of Notification:		Student Contact No.:	

Section 2 – Reason for Warning

Please select one or more of the following reasons for warning:

- ☐ Unsatisfactory Course Progress (failed 50% or more units in the term)
- ☐ Unsatisfactory Attendance (below 80%)
- ☐ Repeated unit failure / non-submission of assessments
- ☐ Extended absences without notification (5 or more consecutive days)
- ☐ Other (please specify): _____

Section 3 – Intervention Strategy (to be completed by Academic Coordinator)

Select the strategies to assist the student to improve course progress/attendance:

- ☐ Academic counselling / additional support session
- ☐ Time management or study skills workshop
- ☐ Regular progress meetings with trainer/academic support
- ☐ Submission of outstanding assessments / re-assessment schedule
- ☐ English language or literacy support
- ☐ Referral to student services or welfare support
- ☐ Deferment or temporary suspension considered
- ☐ Other (please specify): _____

Section 4 – Meeting Notes

Summary of meeting and agreed actions:



Section 5 – Student Acknowledgement

I acknowledge that the above information has been discussed with me. I understand that my course progress and/or attendance is unsatisfactory and that the outlined intervention strategies are designed to help me meet the requirements of my course. Failure to comply may result in reporting to the Department of Home Affairs (DHA) via PRISMS.

Student Signature:		Date:	
Academic Coordinator Name:		Signature:	
CEO Signature		Date:	

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