

# First Stage At Risk - ACADEMIC PERFORMANCE IMPROVEMENT PLAN (APIP) (VET)

## Instructions for the Academic Advisor:

- For use where a student is participating in the development of their APIP.  
Where a student does not participate, use the 'First Stage At Risk - did not attend interview APIP' email instead.
- Provide a completed and signed copy of the Plan to the student at the conclusion of the meeting (where they attend) and via email.
- Place the original in the student's file. If the student participates via email, place a copy of email communications in the student file also.
- The APIP must be completed and provided to the student before or within the first four weeks of the following term.

Student name			
Program		Student number	
Participation method (e.g. face-to-face, telephone, email)		Is this APIP an outcome of a withdrawn exclusion or University appeal decision?	
Date of interview/discussion		Semester identified as 'at risk'	
Name & title of Academic Advisor			
Contact details for Program Coordinator			

Details of courses failed

Details of poor academic performance (please check all that apply)	
<input type="checkbox"/>	Failing 50% or more of enrolled load in a compulsory teaching period (term)
<input type="checkbox"/>	Failing to achieve elements of the performance criteria at a six month review of a competency delivered over more than six months
<input type="checkbox"/>	Failing, or being deemed 'not yet competent' in the same course/module/competency for the second successive time
<input type="checkbox"/>	Not meeting the timelines prescribed in the apprentices/trainees training plan
<input type="checkbox"/>	Progressing inadequately through a program (eCoE program duration requirement)
<input type="checkbox"/>	Failing to meet progress requirements prescribed by the ESOS Act (2000) or other student visa requirement

Reasons provided by the student

Was evidence provided by the student in relation to the poor performance? (If yes, please ensure a copy of the evidence is placed on the student file with this Plan)	
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Please indicate specific support recommendations at the Study & Learning Centre <a href="http://www.rmit.edu.au/studyandlearningcentre">www.rmit.edu.au/studyandlearningcentre</a>		
<input type="checkbox"/> How to reference correctly	<input type="checkbox"/> Planning and writing essays	<input type="checkbox"/> Strategies for independent learning
<input type="checkbox"/> Planning and writing reflective journals	<input type="checkbox"/> Planning and writing a literature review	<input type="checkbox"/> Open Access drop-in centre for Maths and English development
<input type="checkbox"/> Planning and writing reports	<input type="checkbox"/> Working in teams	<input type="checkbox"/> Maths/statistics
<input type="checkbox"/> Planning and writing case studies	<input type="checkbox"/> Exam preparation	<input type="checkbox"/> Understanding assessment tasks
<input type="checkbox"/> English language assistance	<input type="checkbox"/> Developing efficient reading skills	<input type="checkbox"/>

Please indicate referral services / programs (check all that apply)	
Referral for specific learning skills development or other academic support available through the Study & Learning Centre <a href="http://www.rmit.edu.au/studyandlearningcentre">www.rmit.edu.au/studyandlearningcentre</a> (See previous page)	
Mentoring Programs	
<input type="checkbox"/> Science, Engineering and Health College students <a href="http://www.rmit.edu.au/seh/students/mentorpeertutor">www.rmit.edu.au/seh/students/mentorpeertutor</a>	<input type="checkbox"/> Business College students - Student Learning Advisor Mentors (SLAMs) <a href="http://www.rmit.edu.au/bus/slams">http://www.rmit.edu.au/bus/slams</a>
<input type="checkbox"/> Design and Social Context College students Contact your school for program-specific mentoring.	
Student Services <a href="http://www.rmit.edu.au/students/services">http://www.rmit.edu.au/students/services</a> or specific services below:	
<input type="checkbox"/> Housing Advisory Service <a href="http://www.rmit.edu.au/housing">www.rmit.edu.au/housing</a>	<input type="checkbox"/> Financial advice <a href="http://www.rmit.edu.au/students/services/finance">http://www.rmit.edu.au/students/services/finance</a>
<input type="checkbox"/> Disability Liaison Unit <a href="http://www.rmit.edu.au/disability">www.rmit.edu.au/disability</a>	<input type="checkbox"/> Scholarships <a href="http://www.rmit.edu.au/scholarships">http://www.rmit.edu.au/scholarships</a>
<input type="checkbox"/> Student Union <a href="http://www.su.rmit.edu.au">www.su.rmit.edu.au</a>	<input type="checkbox"/> Counselling Service <a href="http://www.rmit.edu.au/counselling">www.rmit.edu.au/counselling</a>
<input type="checkbox"/> Special consideration <a href="http://www.rmit.edu.au/students/specialconsideration">www.rmit.edu.au/students/specialconsideration</a>	<input type="checkbox"/> Ngarara Willim Centre (Supporting Aboriginal and Torres Strait Islander Peoples) <a href="http://www.rmit.edu.au/ngarara">http://www.rmit.edu.au/ngarara</a>
<input type="checkbox"/>	<input type="checkbox"/> Your Health <a href="http://www.rmit.edu.au/students/health">http://www.rmit.edu.au/students/health</a>
Please select and detail academic advisor's recommendations to improve the student's academic performance for the next enrolled period/s (check all that apply)	
<input type="checkbox"/>	Stay in contact with your school academic staff on a regular basis
<input type="checkbox"/>	Meet with course coordinator/s to ensure you are fully aware of the requirements of your course/s
<input type="checkbox"/>	Ensure prior to enrolling in a course, check that you have satisfactorily completed all pre-requisite requirements
<input type="checkbox"/>	Pass more than 50% of your enrolled course load in your next teaching period/term
<input type="checkbox"/>	Do not enrol in more than a standard enrolment load
<input type="checkbox"/>	Repeat any failed/not yet competent core courses at the earliest opportunity of enrolment
<input type="checkbox"/>	Specific course enrolments (please specify below)
<input type="checkbox"/>	Pass any failed/not yet competent core course/s at the next attempt
<input type="checkbox"/>	Attendance requirements (please specify below)
<input type="checkbox"/>	Future assessment adjustments <a href="http://www.rmit.edu.au/students/assessment/future-adjustments">www.rmit.edu.au/students/assessment/future-adjustments</a> For students who become aware in advance of an unavoidable commitment with regard to employment, or a family, cultural, religious or elite sport event. These are proactive arrangements requiring application submission at least 4 weeks before assessment.
<input type="checkbox"/>	Equitable assessment arrangements <a href="http://www.rmit.edu.au/students/equitableassessment">www.rmit.edu.au/students/equitableassessment</a> For students who have a long-term health/medical circumstance which may require accommodation in order that they be able to undertake assessment tasks. These are proactive arrangements requiring application submission at least 4 weeks before assessment.
<input type="checkbox"/>	Recommendation to reduce student load to (please specify below)*
<input type="checkbox"/>	Recommendation of a period of leave of absence*
<input type="checkbox"/>	Recommendation for student to achieve a balance of study and employment/personal commitments *
<input type="checkbox"/>	Meet with _____ to devise a workable program and study plan
<input type="checkbox"/>	Other (please specify below)
<p>*A reduction in load or period of leave for international onshore students will require separate approval . See the following page for information <a href="http://www.rmit.edu.au/policies/esos">www.rmit.edu.au/policies/esos</a></p>	

Advisor and student signatures		
Please enter the estimated new program completion date here		
Advisor signature		Date
Student declaration	<p><i>I understand that this Academic Progress Improvement Plan is an action plan for me. It clarifies the expectations of the University in relation to my academic performance.</i></p> <p><i>I understand that the University may use information in this Plan to contact me to offer targeted support.</i></p> <p><i>I take responsibility for following up the specific recommendations in my plan.</i></p>	
Student signature		Date

## **IMPORTANT NOTICE - PLEASE READ THIS**

You must achieve the academic performance targeted in this Plan during your next semester of study to ensure you remain in your program.

Please note that if your academic performance is unsatisfactory for two consecutive terms, you may have your enrolment cancelled and be excluded from your program for a period of 12 months.

This is your opportunity to take the necessary steps to improve your academic performance. There are a range of academic support and personal counselling facilities which are available to you as an RMIT student.

In addition to the services provided, school staff are also available for advice and assistance.

### **WHERE CAN YOU GET MORE INFORMATION?**

We recommend that you read the procedure governing academic progress to understand your rights and responsibilities as a student 'at risk'. These can be found at: [www.rmit.edu.au/students/acadprogress](http://www.rmit.edu.au/students/acadprogress)

### **IMPORTANT NOTE FOR INTERNATIONAL STUDENTS**

RMIT is required under the ESOS Act (2000) to report to the relevant government authorities, students who have failed to maintain satisfactory academic progress. Go to [www.rmit.edu.au/students/acadprogress](http://www.rmit.edu.au/students/acadprogress) for information. It is recommended you contact International Student Services at [www.rmit.edu.au/infocorner](http://www.rmit.edu.au/infocorner) or visit the DIAC website at [www.immi.gov.au/students](http://www.immi.gov.au/students) for advice on the possible implications of continued unsatisfactory progress.

### **SPECIAL CONSIDERATION**

If you experience unexpected or extenuating circumstances which are beyond your control and are of a serious nature, you are advised to apply for special consideration. You can find further information and the application form at [www.rmit.edu.au/students/specialconsideration](http://www.rmit.edu.au/students/specialconsideration).

### **EQUITABLE ASSESSMENT ARRANGEMENTS**

If you have long-term health or medical issues you can apply for an equitable assessment arrangement (EAA). Please visit [www.rmit.edu.au/students/equitableassessment](http://www.rmit.edu.au/students/equitableassessment) for more information. Please note: EAAs are proactive arrangements that require submission of your application 4 weeks before your assessment.