

Intervention Interview Form

Relevant Standards As applicable within the context of the interview	Linked Documents Student Complaints and Appeals Policy Student Complaint and Appeal Form Complaints and Appeals Register
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Confidentiality: The RTO upholds the *Commonwealth Privacy Act*. You can be certain that all your personal details will remain confidential unless you specify otherwise. Information recorded on this form may not be released to external bodies in accordance with Lite's Policy.

Student Details

Student's Name					
Student's ID					
Course					
Student attended		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Interview Details

Date		Time:		Place:	
Purpose/Topic					
Convenor					
Other attendees					

This record of interview form is to be used for interviews of the general nature with students that don't apply to course progress or to student counselling Outcomes, actions and agreements of that meeting are documented in this form and signed by both the Academic Manager and the Student, and a copy will be given to the Student and a copy kept on the Students file.

Interview Record

DECLARATIONS: *I agree that record accurately reflects the discussion and the proposed course of action.*

Student's Signature	
Meeting Outcomes and Follow-ups	
Convenor's Signature	