

Appendix 5 Support Through Studies Policy – Action Plan

PRELIMINARY DETAILS				
Student name:				
Student no:				
Lead Contact:				
Details of any current Learning Agreement or Reasonable Adjustment:				
Details of any prior Learning Agreements or Reasonable Adjustments:				
STAGE OF SUPPORT THROUGH STUDIES PROCEDURE:	(Stage One / Stage Two)			
Confirmation that student has been informed of the current Stage of Support Through Studies (tick all that apply):	Student notified in person (<i>this may be via online meeting</i>):	DATE of Notification:	Student Notified by Email:	DATE of Notification:
Number of previous Action plans (if applicable):				
Outcome of most recent Action plan (if applicable):				
Action plan issued by:				
Date Action plan discussed with student and agreed:		Action plan issue date:		
Action plan period:	From: To:	Tentative Action plan review date:		
Signature of Lead Contact:		Signature of Student:		
TO BE COMPLETED AFTER ACTION PLAN PERIOD				
Result of Action Plan:	(e.g. Action plan completed successfully; no further action required; renewal of action plan period to [DATE]; further action plan required; escalate to Stage 2 / Stage 3; de-escalate to Stage 1/ Stage 2 etc)			
Signature of Lead Contact:		Date:		

Appendix 5

Support Through Studies Policy – Action Plan

ACTION PLAN:		
AREA OF CONCERN	AGREED ACTION	PROGRESS AGAINST ACTION AT REVIEW DATE
<i>E.g.:</i> <ul style="list-style-type: none"> - Attendance - Engagement - Communication - Academic Support meetings - Pastoral Support - Time Management - Maintenance of health and wellbeing 	<i>E.g.:</i> <ul style="list-style-type: none"> - Pastoral Support meeting - Weekly tutorials - Academic Support meetings - Additional skills workshops - Additional Learning Agreement or Reasonable Adjustment - Attendance at counselling sessions 	<i>E.g.:</i> <ul style="list-style-type: none"> - Action complete with successful outcome - Action complete but not successful - Action incomplete - Action On-going - Action carried over to next Action Plan - Action Amended in new Action Plan
Next steps if the actions of the plan are not met:	(e.g. Escalate to Stage 2/Stage 3; additional support meeting; further final action plan)	