

**Appendix 5: Support Through Studies**

***Action Plan***

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| **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:** | (E.G. Stage One / Stage Two /Stage Three) |
| **Confirmation that student has been informed of the current Stage of Support Through Studies** ***(tick all that apply)*:** | **Student notified in person *(this may be via online meeting)*:** | **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:** | **(E.G. From: DATE&DAY)** **To: DATE&DAY)** | **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:** |  |

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| **ACTION PLAN:** |
| **AREA OF CONCERN**  | **AGREED ACTION**  | **PROGRESS AGAINGST ACTION AT REVIEW DATE** |
|  ***E.g.:**** *Attendance*
* *Engagement*
* *Communication*
* *Academic Support meetings*
* *Pastoral Support*
* *Time Management*
* *Maintenance of health and wellbeing*
 | ***E.g.:**** *Pastoral Support meeting*
* *Weekly tutorials*
* *Academic Support meetings*
* *Additional skills workshops*
* *Additional Learning Agreement or Reasonable Adjustment*
* *Attendance at counselling sessions*
 | ***E.g.:**** *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*
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| ***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)* |