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**Appendix 5: Support Through Studies**

***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:** | (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:** | |  | |

|  |  |  |
| --- | --- | --- |
| **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* |
|  |  |  |
| ***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)* | |