VET IN SCHOOLS – STUDENT AT RISK / N DETERMINATION FLOW CHART

KARBEN Training Solutions

STUDENT PROGRESSION WARNING ISSUED TO STUDENT

Facilitators to review progress at the beginning of each term.
Submit Action Request for Student Progression Warning for overdue items.

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Student Progression Warning issued by KARBEN to student.
Student is notified due date for overdue units is the end of the current term.
Training Plan is not yet amended.

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At the beginning of the following term, review student's progress.
Is the student up to date for <u>all</u> items?

NO → YES →

WRITTEN WARNING RECOMMENDATION 1 ISSUED TO SCHOOL

Submit Action Request for VIS Written Warning 1

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Written warning recommendation issued to Careers Adviser by KARBEN.
Meeting conducted to discuss agreement to rectify plan.
Amended Training Plan issued to all parties for signing.

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At the beginning of the following term, review student's progress.
Did the student meet the milestones set out in the Training Plan?

NO → YES →

WRITTEN WARNING RECOMMENDATION 2 ISSUED TO SCHOOL

Submit Action Request for VIS Written Warning 2

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Written warning recommendation issued to Careers Adviser by KARBEN.
Meeting conducted to discuss agreement to rectify plan.
Amended Training Plan issued to all parties for signing.

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At the beginning of the following term, review student's progress.
Did the student meet the milestones set out in the Training Plan?

NO → YES →

N DETERMINATION RECOMMENDATION ISSUED TO SCHOOL

Submit Action Request for VIS N Award Recommendation

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A recommendation to award N Determination issued to the Careers Adviser by KARBEN for consultation prior to issuing to student.
KARBEN to liaise with NESA, school, student, parent/caregiver, the employer and Training Services NSW (in relation to potential cancellation of the traineeship and/or non-completion of qualification)

*NOTE: Progress will also be monitored for the preparation of Term Reports. At these milestones, RTO Notification forms will be issued to Training Services NSW to identify SBAT students whom are at risk of not fulfiling or completing their traineeship contract requirements.

CONTINUE TO MONITOR PROGRESS – *Student will re-enter the flow at the <u>next point of escalation</u> if any further milestones are missed.*