

Early Intervention (HE08D)

1	Meeting Date	
a	Person(s) Present	
b	Pre meeting notes on engagement risk factors	
	<p>Attendance</p> <p>Canvas</p> <p>Work Completion</p> <p>Other</p>	
c	Notes taken during meeting on above	
2	Targets set to engage in learning (SMART)	

	<p>Actions to be completed by the student</p> <p>Actions to be completed by TEC Partnership</p>
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3	Failure to meet these actions will result in
1	You will move to the second stage of the process detailed in HE08 Retention and Engagement of Students
2	

4	Signature (Sign and Print Name)
	<p>Student</p> <p>Staff</p>

Extract from HE08

4.0 Attendance and Engagement of students

4.1 Attendance has a direct relationship to the likelihood of a student's success in higher education. However, there are times when engagement may be used as a measure of commitment to a programme. These measures can include:

- i. completion of summative assessment work;
- ii. completion of formative assessment work;
- iii. completion of tasks set to the whole group on the VLE;
- iv. completion of work set for an individual student;
- v. student evidencing reading and work beyond that set by the tutor.

4.2 In normal circumstances the TEC Partnership's expectation for student attendance for all HE programmes (unless specified otherwise by professional or awarding bodies) is 90%. Where student attendance drops below this the impact is often on colleagues left within the cohort.

4.7 Should a student be judged by the programme leader to not be engaging with study a request for a Success Coach intervention should be made:

- i. The student should be sent an attendance and engagement Stage 1 warning email HE08A;
- ii. The student must meet with the Success Coach within 7 days of sending of the email;
- iii. During the meeting the form HE08D must be completed, uploaded to Pro-Monitor and emailed to the student;
- iv. If the student fails to meet the team then the form is filled in by the Success Coach in their absence, stored on Pro Monitor, and sent to the student.
- v. Targets set under this form can only make reference to attendance and no other forms of engagement.