



Student Personal Support Record

Document Name	Student Personal Support Record
Version	1.2
Date	28 June 2018
Authorised by	Chief Executive Officer RTO Manager Academic Manager
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Student Personal Support Record

This record is used to capture the details of student personal support events. It is completed by the student support officer providing support to the student. A copy of this record is to be maintained on the student file and data from this record is to be collected by the Data, Archives and Documents Controller to provide an annual view of student support details.

The support session and the contents of this record are **confidential**. The contents of the record and details of the support provided to the student must not be provided to any person who is not authorised, by the college, to access it. Authorised staff include:

1. Student Counsellor
2. RTO Manager
3. Chief Executive Officer
4. In some cases, the trainer and assessor

Student First Name	Student Surname
Student ID Number	Course Name and Code
Support Requested by (name, title)	Support Provided by (name, title)
Date Support Provided (DD/MM/YYYY)	Location and Duration of Support (minutes);

Details of Personal Support (please provide a short description of the support)

Personal Support Other (detail)



THE MANAGEMENT SCHOOL SYDNEY

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Outcomes	
Agreed Next Steps (if any)	
External Referrals (if any)	
Comments	
Next Appointment (if any) / /	
Student Sign	Staff Sign

Please include a copy of this report in the Student Record and supply a copy to the Data, Archives and Documents Controller.