

SHOW CAUSE ONLINE SUBMISSION TEMPLATE – EDUCATION PLACEMENT STUDENTS

Below is a template to help you with your online submission. Please ensure you get your submission in by the due date or you may be automatically excluded.

We recommend that you discuss your submission with a Swinburne Student Life Advocate before you submit this document. You can do this by making an appointment with an Advocate by calling 03 9214 5445 or preferably by emailing a draft to advocacy@swin.edu.au

WRITTEN SUBMISSION TEMPLATE

1. Describe the circumstances that contributed to your placement being discontinued

For example:

- other commitments
- didn't know you were enrolled
- technical issues
- situations out of your control.

- Don't just list the problems. Explain how the circumstances affected your performance/attendance/mental health/focus/etc.
- Start a new paragraph for each point to make it easier to read.

2. What measures did you put in place in an attempt to resolve the situation?

For example:

- contacting eLA
- contacting Student Advisors
- preparation/time management
- Seek assistance/support

- If possible, provide evidence of strategies. For example:
 - Assessment Issues → Contact your eLA
 - Provide details of the concerns that you discussed
 - Time management problems → Contact Study Coach
 - Provide details of strategies for success that you discussed



- Emotional/Psychological difficulties → Counselling/therapy
 - Attach appointment card as evidence

3. If you attended progress review previously, what steps have you implemented to support your learning since then?

For example:

- *did you understand the previous conditions?*
- *you have trouble meeting the conditions? Explain how.*
- *was it your priority to meet the conditions? If not, why not?*

4. Additional information that may assist the Panel:

For example:

- *Did you participate. Why not.*
- *How many hours did you commit to.*

- In this section you can also propose your ideal outcome

For example:

Be given the opportunity to participate in the placement again

- You could also include in this section details about your goals and aspirations.
Why are you taking this course? What are your career goals?
Do you enjoy it? Why? Why do you want to study at Swinburne?

5. Supporting Documentation

- List the documents in chronological order
- Include as many evidence as possible to back up your statements.
- Documents need to be original or certified copies.
- You can submit a Statutory Declaration as evidence, details are here:

<https://www.ag.gov.au/Publications/Statutory-declarations/Pages/default.aspx>

Make sure that you keep a copy of the confirmation that your submission has been received to verify you have met the submission deadline.

