

## Learning skills referral

**Student:**

Name:		ID no:	
Course/unit:		Campus:	

**Referred by:**

Name:		Signature	
Faculty/Dept		Telephone	

**Area of need (you may tick more than one):**

- |  |   |
|--|---|
| <input type="checkbox"/> Academic writing                        | <input type="checkbox"/> Academic reading and note-taking |
| <input type="checkbox"/> Study skills / time management          | <input type="checkbox"/> Examination skills               |
| <input type="checkbox"/> Oral presentation /communication skills |   |
| <input type="checkbox"/> Other: _____                            |   |

**Reason for referral:**

- |  |   |
|--|---|
| <input type="checkbox"/> 'At risk' and needs intensive support   | <input type="checkbox"/> Failed assignment/unit |
| <input type="checkbox"/> Had marks withheld pending resubmission |   |
| <input type="checkbox"/> Formal process: _____                   |   |

The information on this form is collected for the primary purpose of referring you to a Library learning skills adviser for assistance with your academic learning skills. Other purposes of collection include recording the request for assistance, to communicate with you and your lecturer, program administration and de-identified statistical analysis. If you choose not to provide the personal information requested on this form, it may not be possible for the Library to provide you with the above assistance.

**Student consent statement**

Do you consent to the personal information collected on this form being used and disclosed for the purposes outlined above?

Yes       No

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To make an appointment, please contact a learning skills adviser at your branch library. Go to <http://www.lib.monash.edu.au/contacts/learning-skills.html> for contact details.**

You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of personal information, please contact the University Privacy Officer on 9905 6011 or [privacyofficer@adm.monash.edu.au](mailto:privacyofficer@adm.monash.edu.au).