



This is an example of the types of information you might include on the Client Needs Summary form (CF003F4).

<b>Client Name</b>	John Smith	<b>Student ID Number</b>	G012345
<b>Qualification or Unit national code and title</b>	XOX Certificate X in Wellbeing		
<b>Referring Agency / Employer (if applicable)</b>	N/A		

<b>Details of client needs</b>	<b>Actions to address client needs</b>	<b>Outcomes</b>	<b>Lecturer initials &amp; date</b>
Requires literacy and numeracy support for VET course	<ul style="list-style-type: none"> <li>• CAVSS utilised to provide support in class</li> <li>• One-on-one support provided by lecturer as required out of class (face to face and/or phone)</li> </ul>	<ul style="list-style-type: none"> <li>• Client actively participates in learning activities</li> <li>• Increased self- confidence</li> <li>• Successful completion of unit/s</li> </ul>	
Difficulty with maths (apprentice)	<ul style="list-style-type: none"> <li>• CAVSS provided during block release</li> <li>• Student provided with additional practice activities in maths</li> <li>• Lecturer liaises with employer to provide on-the-job mentoring and coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Client able to apply maths to workplace tasks</li> <li>• High level of client satisfaction</li> <li>• Successful completion of unit/s</li> <li>• Positive feedback from employer</li> </ul>	
Need for financial support	<ul style="list-style-type: none"> <li>• Refer to Client Services</li> <li>• Payment Plan made available to client</li> </ul>	Client is able to enrol in unit/s and participate in learning and assessment	

**THIS SUMMARY IS TO BE STORED IN THE RELEVANT COURSE FILE**