



Step 1: Hello! Where Do You Want to Go?

1. Introduce Yourself

A) What school does the student go to? What subjects do they like/dislike? What sports do they play? What hobbies? What they did on the weekend.

B) Write notes so you can ask them follow-up questions next week.

2. Why Is the Student Here?

A) What ATAR, University Course, Rank, Exam Results, Career does the student want?

3. What Does the Student Need To Achieve?

A) What is the student's current rank vs required rank? What don't they understand? What do they think they need to work on? What did they think of their past reports, assessment tasks? How do they think they're going to achieve their goals?

B) Get them to show you a copy of their assessment schedule.

4. What Is the Student's Priorities?

A) What does the student think their priorities are? What do they think is not very important for the moment?

5. Where Is The Student Right Now?

A) Where does the student think they are now and where does the student want to be? Get the student to show you past reports and assessment tasks. In your head, ascertain the student's academic ability by asking fundamental questions and comparing with their results.

6. What Is The Student's Plan For Success? Where Does The Student Think You Can Help?

A) What is the student's plan to achieve this? Get them to explain their plan and only guide or probe. Ask them "How do you think I can Help?". This is about them planning for their own success with your guidance.



Step 2: After Listening to You...

We Can Do X, Y and Z

- 1. Explain Where You Think You Can Help**
 - A)** I think I can help by mentoring you to achieve x, y and z.
 - B)** I will help you by providing a, b and c resources each week.
- 2. Give student the syllabus + UAC ATAR guide**
- 3. Ask the Student, If You Can Help in Any Other Way?**
- 4. Plan-To-Action:** Let's start by doing _____ (E.G. a few Maths questions)
 - A)** Bring out the printed resources from the database to help the student with the area they discussed on the phone.
 - B)** Use this time to assess the student's academic ability and adjust questions according to appropriate difficulty.
- 5. Last 10 Minutes: Lesson recap**
 - A)** What is our focus this week?
 - B)** When should we meet next? (Specific time, date and location booked)
 - C)** How else can I help you next week?
- 6. Book in The Next Lesson**
 - A)** Specific time, date and location is a must.
 - B)** Always leave the student on a confident note.

First Lesson Checklist

- Print Syllabus
- Print UAC ATAR guide
- Prepare Questions
- Bring the First Lesson Guidelines (if required)

