**Instructions:** Please submit one report per Offender Start (an Offender Start is a participant who is present at the beginning of the first hour of Programme delivery). The report is to be submitted to your local Corrections site contact **and** TikangaProgrammes@corrections.govt.nz no more than 10 working days after each Programme End Date.

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| **Report Details** |
| **Provider Name:**  | Mahi Tahi Akoranga Trust |
| **Report Completed by:** | Name:       Position:      Contact phone number:      Contact email address:       |
| **Report Date:** |     /     /20      |
| **Programme Dates:** | Programme end date:       |

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| **Participant Details** |
| **Name:** |       |
| **PRN:** |       |
| **Community Corrections Site/Prison:** |       |
| **Iwi (if known):** |       |

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| **Completion Report**To be completed if the participant completed the whole programme. |
| **Engagement, participation and understanding during the programme:** |  |
| **Recommendations to Corrections for further support for this participant, if any:** |  |
| **Anything else the probation officer / case manager should be aware of?** |  |

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| **Non-Completion Report**To be completed if the participant did not complete the programme. |
| **Exit point:** | How much of the programme did the participant complete before exit? (E.g. The participant completed 2 out of 4 days. The participant was exited after 5 hours of the programme.)        |
| **Reason for non-completion:** | The exit was:[ ]  directed by the Department of Corrections[ ]  directed by the Provider[ ]  self-elected (i.e. the participant chose to leave the programme)Reason for exit (e.g. motivation/behaviour, illness, attendance, prison transfer):  |
| **Engagement, participation and understanding during the programme:** |  |
| **Recommendations to Corrections for further support for this participant, if any:** |  |
| **Anything else the probation officer / case manager should be aware of?** |  |