**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](mailto: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?** |  |