



## Individual Learning Plan Guide

*Any student in a school may have particular learning needs which require adjustments from the "standard" learning environment and program in a school. An Individual Learning Plan (ILP) is created for the student and has a duration of 1 year. Over years multiple ILPs will likely exist for a student.*

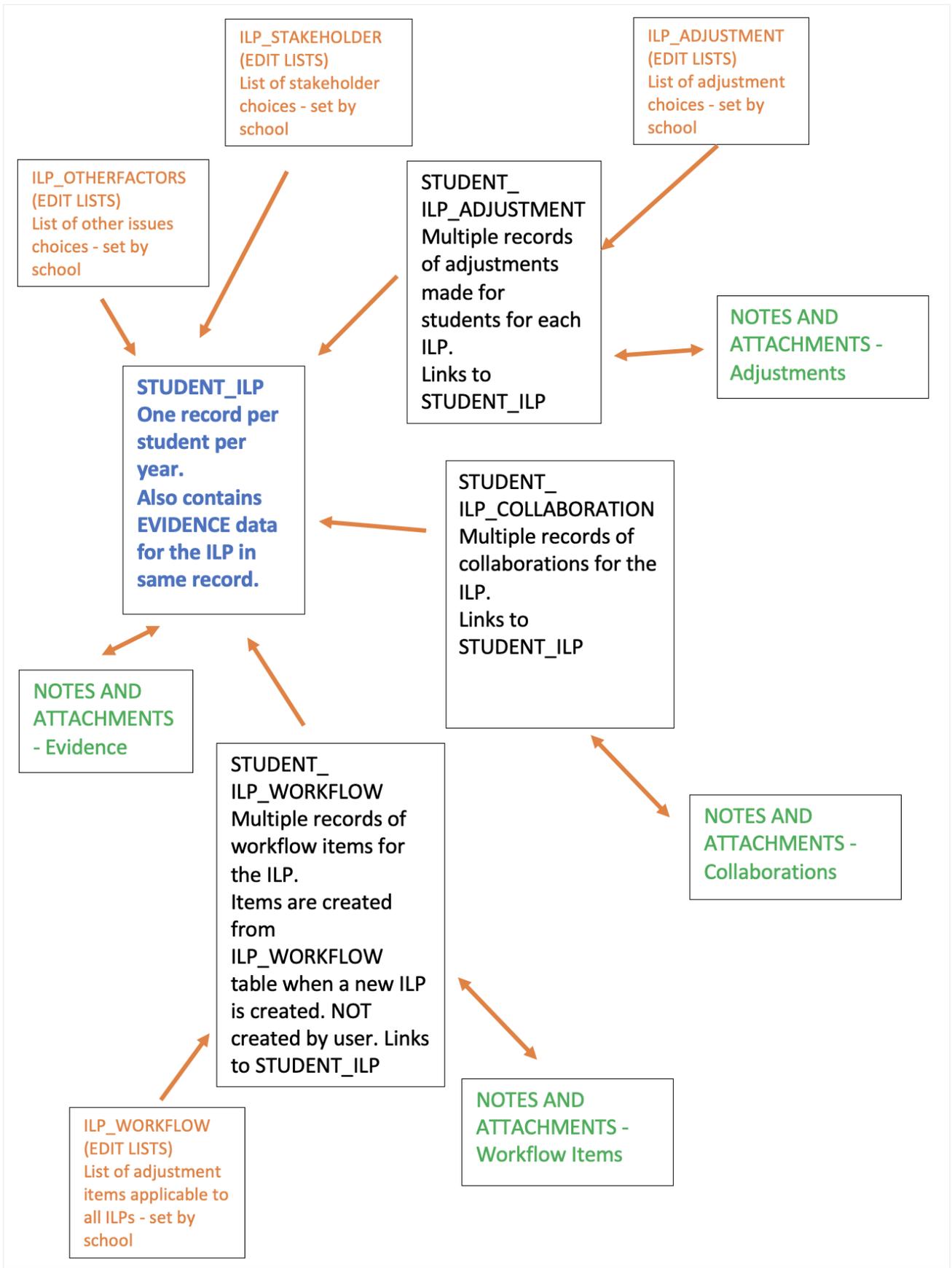
*Some of these students generate additional funding from government, and as such accurate records of evidence, adjustments, collaboration activities and workflow are required to be made and retained for each student.*

## Feature Overview

Edumate ILPs provide:

- An ILP record linked to the student in a particular Form Run, and therefore, Academic Year. Multiple ILPs will usually exist over time for a student, linked to several Form Runs they were in.
- Within the ILP record, data entry and storage of information relating to:
  - **Evidence** of disability/need;
  - **Adjustments** to be made for the year;
  - **Collaborations** between stakeholders during the year;
  - An **ILP Workflow Framework** provided (established by the school) to monitor progression of workflow steps throughout the one year lifecycle of the particular ILP. These steps will be common to all ILPs.
- Within each of these sections, **fields specific to the section** required for process or compliance recording.
- Facility to add/store **notes and attachments** within each of the four sections.
- An **ILP Overview Screen**, to allow for current and past ILP records of an individual student to be viewed and worked on.
- A **PDF/printed version** of a student's ILP record as at the date printed.
- An **ILP Register** for management of ILPs within each Academic Year.

## Data Model



## Setting up your ILP system

### Access Permissions

Users must have the existing ACLs Contacts: "Students: Student Tracking (Edit)" and Contacts: "Students: NCCD Data" to view and use ILP records.

A new ACL, Teaching: "ILP Register", permits use of the ILP Register functionality and some management functions. We recommend you build a new ACL Group "ILP Register", include the ACL in this group, then make all ILP Register users members of this group.

School-set options: other\_factors, stakeholders, adjustment\_category, adjustments, workflow\_items

These are areas where the school will enter the options that users can choose and will also configure workflow items to apply - using Edit Lists. Access to Edit Lists is usually tightly controlled. Refer to your Edumate Co-ordinator to arrange populating configuration data via Edit Lists.

Guidance for setting up each of these tables is included in the relevant sections below.

## Navigation

ILP Record access for an individual student is provided in **Student Contact Record Menu>Student Tracking>Learning Needs tab**, within the NCCD section.

The screenshot shows a user interface for a student's Learning Needs record. At the top, the student's name "MARLEY, Bob" is displayed in blue, followed by "(Current 2022 Kindergarten, 2029 Year 7)". Below this is a horizontal navigation bar with six tabs: "Observations", "Learning Needs" (which is selected and underlined), "External Tests", "Internal Results", "Tracking", and "Academic Reports".

Below the navigation bar, the section is titled "NCCD Students with Disability". It contains the following information:

- Record saved 2022-01-12 14:42:03 by School Admin
- Value is valid at 2022-01-14 15:06:05
- Level of Adjustment: **Substantial adjustment**
- Category of Disability: **Physical**

At the bottom of the record, there are two orange buttons: "Add a new record as at today" and "Individual Learning Plan".

It is possible for a student to have an ILP where they do not have an NCCD record, however, this was a logical place to put the button.

The ILP Register button is found in the Classic Menu - Learning> ILP Register. This will only appear if the ACL is granted.

Classic
My Edumate <
Search

- ▶ Setup
- ▼ Learning
  - Online Classroom
  - Scope & Sequence
  - Copy Units
  - Learning Tasks
  - Markbook
  - Criteria Log
  - Course Reports
  - Summation Reports
  - Manage Marks
  - Student Places
  - Print Reports
  - Learning Reports
  - External Test Results
  - My Lessons
  - ILP Register

### Individual Learning Plan:

	Student	Firstname	Surname	Form Run	Key Disability
<input type="checkbox"/>	523	Christina	Burns	2022 Year 12	undefined
<input type="checkbox"/>	529	Kennith	Theel	2022 Year 6	headache_test
<input type="checkbox"/>	529	Kennith	Theel	2022 Kindergarten	undefined
<input type="checkbox"/>	529	Kennith	Theel	2022 Year 1	undefined
<input type="checkbox"/>	529	Kennith	Theel	2022 Year 10	undefined
<input type="checkbox"/>	530	Kyan	Borough	2022 Kindergarten	Cerebral Palsy: wheelchair bound
<input type="checkbox"/>	530	Kyan	Borough	2022 Kindergarten	Cerebral Palsy: wheelchair bound
<input type="checkbox"/>	2119	Bob	Marley	2022 Kindergarten	Cerebral Palsy

Work on contact record screens scheduled for 2022 will result in additional access paths to a student ILP.

## Elements of an ILP Record

### ILP Record Overview + Evidence

This screen could be considered to be the centre of a student's ILP records. ILPs for the current and for past years can be viewed (ILP History). This screen is opened when you click the ILP button.

The ILP Overview screen contains:

- ILP History Grid

**Individual Learning Plan:** Kyan Borough 10529

NEW ILP RECORD


 SAVE

**ILP History**

	Form Run	Start	End	NCCD Category	NCCD Level	Adjustments	Collaborations	Workflows
<input type="checkbox"/>	2022 Kindergarten	01/02/2022	09/12/2022	Physical	Supplementary adjustment	0	0	0

• ILP Evidence - for the selected ILP

**ILP Evidence - 2022 Kindergarten**

Disability Status  No disability  Imputed  Diagnosed  Verified

NCCD Level Substantial adjustment

NCCD Category Physical

Key Disability  14 / 500

Other Factors  Accommodation  Family issues  Relationship issues  Mental Health impacts  Chronic Illness  Absenteeism

Impact on Learning  270 / 500

Treatments/Interventions  270 / 500

Key Stakeholders  Class Teacher/s  Year Co-ordinator  Tutor Teacher  Learning Support  Clinician  Advocate  Internal Mentor  External Mentor

• ILP Adjustments Summary Grid - for the selected ILP

**ILP Adjustments - 2022 Kindergarten** NEW ADJUSTMENT

Data Added	Category	Adjustment	Frequency	Intensity	Review Date	Review Comment	Outcome	Edit
10/01/2022	Physical	Duty buddy	Most days in some classes	5	13/01/2022	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit	Continue	
11/01/2022	Physical	Mobility aid support	Occasionally or one off	4				

• ILP Collaborations Summary Grid - for the selected ILP

**ILP Collaborations - 2022 Kindergarten** NEW COLLABORATION

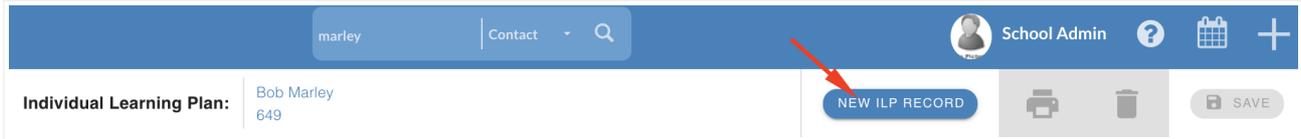
Date	Participants	Mode	Note	Attachment	Edit
21/01/2022	Titus Rogstad (Tutor Teacher), Mr Marley (Parent)	In Person			
11/01/2022	Brian Adams (teacher), Mrs Marley (Carer), Bernice Jones (Caseworker)	Web			
17/01/2022	luyhohoihoi	Web			

Rows per page: All ▼ 1-3 of 3 < >

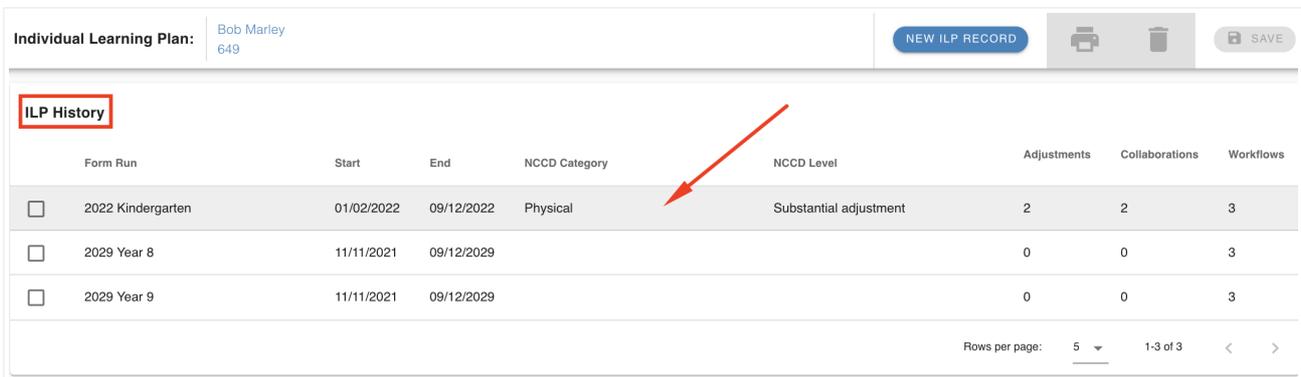
• ILP Workflows Summary Grid - for the selected ILP

ILP Workflows - 2022 Kindergarten													
Workflow Item	Started Due	Started	Started Date	Started By	Completed Due	Completed	Completed Date	Completed By	Approved Due	Approved	Approved Date	Approved By	Edit
Plan Hatched	03/01/2022	<input checked="" type="checkbox"/>	11/01/2022	School Admin	14/01/2022	<input checked="" type="checkbox"/>	11/01/2022	School Admin	24/01/2022	<input type="checkbox"/>			
First's Review	01/03/2022	<input type="checkbox"/>			14/03/2022	<input type="checkbox"/>			18/03/2022	<input type="checkbox"/>			
Final's Review	31/10/2022	<input type="checkbox"/>			14/11/2022	<input type="checkbox"/>			28/11/2022	<input type="checkbox"/>			

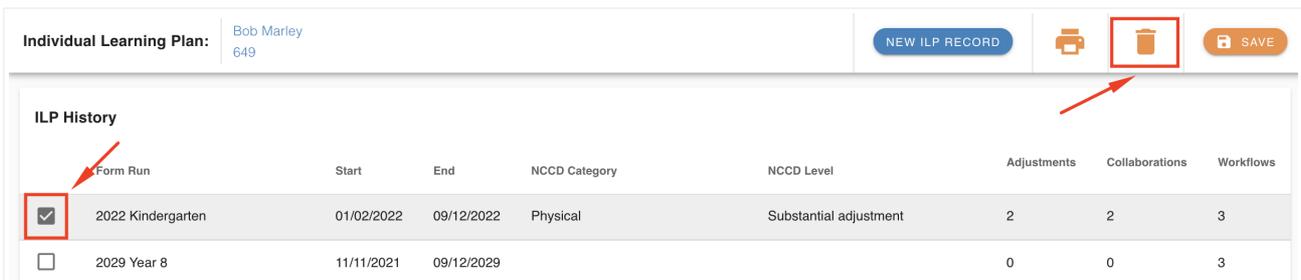
To create a NEW ILP, click the NEW ILP RECORD button at the top of the ILP Overview screen.



To view an overview of one of the ILPs listed in the ILP History Grid, CLICK the row you want to see. The selected ILP will display below.



To delete an ILP, check the box at the left of the ILP row and click the delete button at the top right of the screen.



[Using ILP Evidence](#)

[Using ILP Adjustments](#)

[Using ILP Collaborations](#)

[Using ILP Workflows](#)

[ILP Register](#)

[Clone an ILP](#)

[Print an ILP](#)

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