

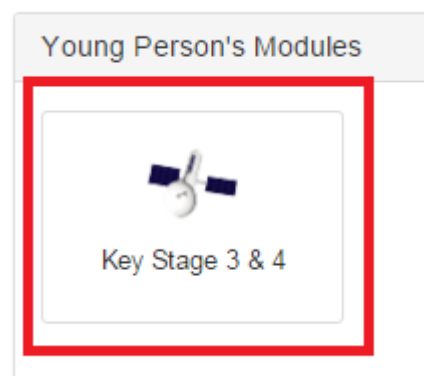
Designated Teachers and Foster Carers; How Young People Can Input Their ePEP Answers.

Please Note; Where-ever possible we encourage the young person to input the answers to their ePEP questions and attend the PEP meeting. This gives the young person a voice and allows the professionals working with them to be informed of their views and opinions.

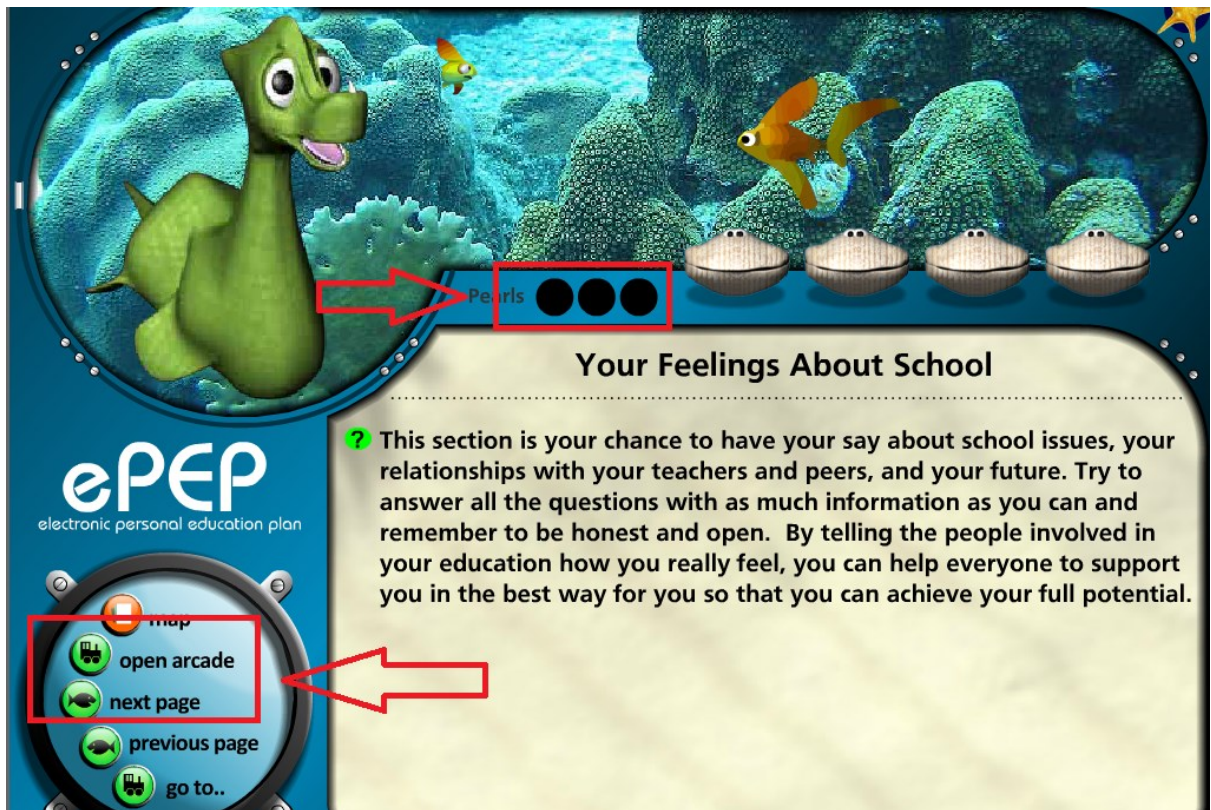
- The majority of this guidance is specifically aimed at entering young people's questions who are in KS 1 – 4 entering answers of those in post 16, Early Years or who have Special Educational Needs will be addressed on pages 4 and 6 respectively.
- Both the Designated Teacher and Foster Carer will have access to the 'Young Person's Module' through their own ePEP logins. The module represents a fun and interactive way of entering the answers to these questions.
- In order to access the young person's module it is necessary to navigate to the PEP overview page; click the 'View' button next to the Current Formal PEP.

Current Formal PEPs					
	Date Started	Target Date	Current Meeting Date	Year group	
185775	20/01/2016	27/01/2016	20/01/2016	Year 8	View Pro

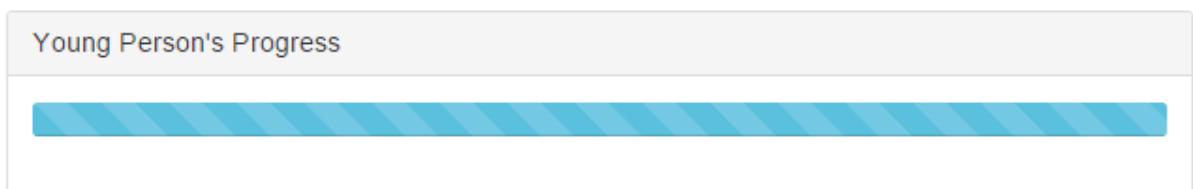
- This will take you to the 'PEP Overview Screen' on here you will notice the 'Goldfish Icon' as well as the 'Young Person's Module'. The young person's module is represented by a number of different icons dependent on the key stage, a Dinosaur for KS 1 – 2 and a Satellite for KS 3 -4.



- Clicking the icon opens the young person's view within an internet new window (please ensure ePEP is allowed to produce POP-UP windows).



- Through the graphical interface the young person can directly type their answers. Clicking the 'next page' icon toggles through the questions and the responses are saved automatically.
- As questions are answered the young person earns pearls, once three pearls have been collected they are able to open the 'Arcade' and play from a selection of games.
- The Designated Teacher or Foster Carer can track the young person's progress through the blue indicator above the 'Goldfish Icon'.



- The answers themselves can be viewed (but not edited) within Section C – 'The Young Person's Views' within the professional section of the PEP.

- **C: Young Persons View**
 - [Your Feelings About School](#)
 - [Your Feelings About Learning](#)
 - [Your Relationship With Your Teachers](#)
 - [Your Relationship With Your Peers](#)
 - [How You Feel About Yourself](#)
 - [Your Talents and Interests](#)
 - [Your Future Aspirations And Needs](#)

- Once the young person has finished their answers the Foster Carer or Designated Teacher should navigate to 'Section D – PEP Sign Off' and mark the young person's section complete.

Entering Post – 16 Answers.

- Post 16 questions differ from those in Key Stage 1 - 4 in as much as they can be directly entered into the professional section of the PEP.
- In order to access the professional module it is necessary to navigate to the PEP overview page; click the 'Pro' button next to the Current Formal PEP.

Current Formal PEPs					
	Date Started	Target Date	Current Meeting Date	Year group	
185775	20/01/2016	27/01/2016	20/01/2016	Year 8	View Pro

- By navigating to 'Section D - YP's view on Learning' and using the hyperlinks on the left hand side answers can be entered directly into the professional section of the PEP using the free text boxes provided.

- **C: YPs view on Learning**
 - [Your feelings about learning](#)
 - [Your Future Aspirations And Needs](#)
 - [What You Want People To Know](#)

- These answers are not saved automatically so it is necessary to click the 'Save Settings' button on the bottom of the page. Again the Designated Member of Staff should mark the young person's section complete in 'Section D – PEP Sign Off' when these answers are complete.

Skills

- Reflecting on your learning, please tick YES or NO for each of the skills listed below
- I CAN USE THESE SKILLS CONFIDENTLY

Analysing Yes No Not Known

Evaluating Yes No Not Known

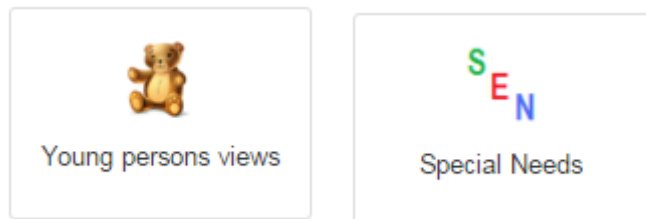
Researching Yes No Not Known

Using evidence Yes No Not Known

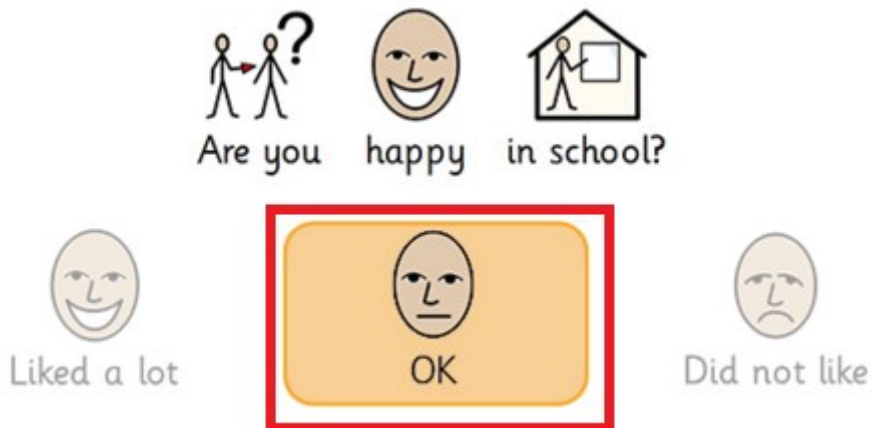
Save settings

Entering Early Years and SEN Answers

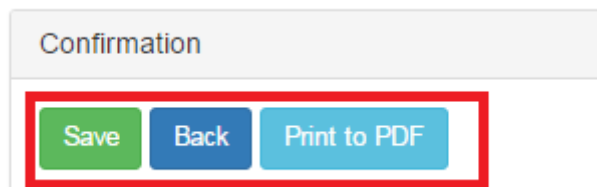
- Young people who are either in Early Years or have Special Educational Needs can have their answers entered through the use of the Widget Symbols. Within the Early Years PEP this is represented by the 'Teddy Bear' icon and within KS 1 -4 this is represented by the 'SEN' icon.



- Clicking on either of these icons will take you to the 'Widget' page. The young person can click on their answer and this will be highlighted.

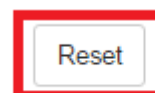


- These can then be saved to the system and if necessary printed to PDF using the icons at the bottom of the page.



- Again it is necessary for the Designated Teacher to navigate to 'Section D – PEP Sign Off' in order to mark the young person's section complete.

Young Person has completed PEP



29/01/2016