

## The Process for Recording Paper PEPs on the ePEP System


**Please note; Where-ever possible we ask that an electronic PEP is completed. Electronic copies are the most accurate and secure way of recording PEP information and allow the input of all professionals as well as the young person. In the event that a paper PEP is to be used permission should be sought from the relevant Assistant Head prior to completing.**

- An ePEP assessment will need to be opened in the normal way, ensuring the date the meeting took place is entered as the date of the meeting. As with the Key Stages 1-4 ePEP, it will be the responsibility of the Social Worker / Social Worker teams to open the assessment if the young person is new into care or is new to the educational establishment. Review assessments can be opened by the educational establishment's designated member of staff, or their support team.
- Once the ePEP assessment has been opened a copy of the paper PEP needs to be attached. To do this; please ensure the paper PEP has been scanned and saved on your local system / network.
- Click the 'View' button next to the current formal PEP date to enter the PEP overview page.


Current Formal PEPs					
	Date Started	Target Date	Current Meeting Date	Year group	
185775	20/01/2016	27/01/2016	20/01/2016	Year 8	<a href="#">View</a> <a href="#">Pro</a>

- Beneath the 'Goldfish Icon' you will notice the attachments pane, click 'View All' on the right to enter the directory.

Professional Modules



Professional Key Stage 3



Special Needs

Attachments [View all...](#)

Title	Description	Action
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- Within the directory, clicking the green 'Create New Attachment' button takes you through to the attachment upload page.

## Attachments

Title	Description	Document Type
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- Within the attachment upload page you will be prompted to give your file a name and a description, which can be brief. You can click the 'Choose File' button to navigate to your saved file and 'Open' to upload. Once you are happy, click the 'Update' button to finalise your input.

Document

No file chosen

- Most common file formats are supported; Microsoft Word Document (.doc and .docx), Microsoft Excel Spreadsheet (.xls and .xlsx), Microsoft PowerPoint Presentations (.ppt and .pptx), Adobe Portable Document Format (.pdf), Images (.jpg, .bmp and .png).

**The file size needs to be kept below 5MB.**

- Once you have finished your upload you will need to navigate to the professional section through the 'Goldfish Icon' to section D 'PEP Sign Off'. Here you should mark all sections complete and enter the next meeting date and time.

Social Worker has completed PEP	<input type="button" value="Reset"/>	29/01/2016
Next meeting date	<input type="text" value="20/01/2016"/>	
Next meeting time	<input type="text" value="10:00"/>	
	E.g: HH:MM	
Designated Teacher has completed PEP	<input type="button" value="Reset"/>	29/01/2016
Young Person has completed PEP	<input type="button" value="Reset"/>	29/01/2016

